

JOB DESCRIPTION

Job title:	Engagement Coordinator
Salary range:	£30,138 – £38,087 per annum pro rata
Reporting to:	Engagement Lead
Location:	UK Homebased
Budget responsibility:	No
Management responsibility:	No
Hours:	28 hours per week
Contract:	Permanent

MAIN PURPOSE OF JOB:

To work with the Engagement Lead to develop our Community for Change including our network of supporters, members and Local Groups to campaign for safer streets for all in their area. To work with team members to create an active, thriving community to help fulfil Living Streets' campaigns and fundraising objectives.

MAIN DUTIES AND RESPONSIBILITIES:

- To support the implementation of the Community for Change Strategy, as directed by the Head of Campaigns and Public Affairs, to grow and develop our network of supporters, members and Local Groups
- To support Local Groups and supporters to campaign locally, delivering on funding programmes as required and our Manifesto for Change approach.
- To coordinate project delivery in relation to Local Groups, with a focus on marginalised communities and affinity groups.
- Work with team members to develop a suite of support and campaign materials and resources for Local Groups, members and supporters.
- To coordinate events, workshops and conferences that bring together Local Groups, members and supporters.
- To showcase the achievements of our Local Groups, members and supporters through Living Streets channels and in local communities
- To help Local Groups undertake fundraising activity in their area to support local activity and wider Living Streets income generation plans.
- Provide support to Living Streets staff to allow them to take an active part in helping to grow our reach in their geographical area (e.g. providing support to Wales and Scotland teams to support Local Groups in their areas)
- Maintain and update the supporter and member database, following data protection guidance.

- To monitor and evaluate Local Group, member and supporter activity
- To answer queries from supporters, members and Local Groups.
- Work with selected Local Groups to pilot activity around campaigning for change.
- Coordinate the onboarding of new Local Groups, using digital tools.
- Writing and uploading content such as blogs, updates, Local Group newsletters and guidance information.
- Support recruitment of supporters and members to the Community for Change.

Department

- Be an active contributor to the External Affairs and Fundraising Department and attend team meetings.
- Champion the development of the department wide initiatives that support accessibility, equity and inclusion across our platforms and events.
- Occasional out of office hours work will be required as will occasional travel within the UK.

Organisation

- Adhere to Living Streets policies and procedures, working within communications and wider protocols, maintaining good liaison with other teams across the organisation.
- Be an ambassador for Living Streets at public-facing events and in all dealings with partners, funders, wider stakeholders and the general public.
- Champion the Living Streets corporate brand, messages, campaigns and communications initiatives to raise the profile and impact of Living Streets.
- Contribute to staff meetings and internal communications.
- Support fellow staff and provide internal mentoring and training to others where appropriate.
- Undertake other duties from time to time, as requested by the line manager/Department Director/Chief Executive.

PERSON SPECIFICATION

Applicants must be able to demonstrate:

Essential Criteria	From application (✓)	At interview (✓)
Experience		
Experience of working with volunteers	✓	✓
Supporting campaign activity that leads to policy/behaviour change	✓	✓
Knowledge and skills		
Very strong organisational skills	✓	✓
IT competence, including Microsoft Word, Teams, Excel and Outlook	✓	✓

Strong time management skills	✓	✓
Excellent written and verbal communication skills	✓	✓
Ability to be administratively self-supporting and work remotely with other team members	✓	✓
Ability to solve problems and be able to deal with varied sets of responsibilities	✓	✓
Self-motivated - ability to work effectively as part of team, and independently as required	✓	✓
Ability to work to deadlines and prioritise workload with good attention to detail.	✓	✓
Personal		
Ability to work flexibly, including occasional travel or evening and weekend working		✓
Positive and creative approach to tasks and challenges		✓
Commitment to equal opportunities and the ability to implement the Living Streets' Equality, Diversity and Inclusion policy		✓
Understanding of, and commitment to, the agenda of Living Streets		✓

It would be preferable for applicants to also demonstrate:

Desirable Criteria	From application (✓)	At interview (✓)
Experience		
Experience of website CMS, email broadcast tools and CRM	✓	✓
Knowledge and skills		
Good understanding of the not-for-profit sector	✓	✓
Knowledge of Living Streets agenda and issues relating to local transport, environment and health	✓	
Knowledge or lived experience of working with marginalised communities and groups	✓	