JOB DESCRIPTION

Job title:	**Engagement Coordinator (North Yorks)**
Starting Salary:	**£30,138 per annum pro rata**
Reporting to:	**Engagement Lead**
Location:	**York or Scarborough**
Budget responsibility:	**No**
Management responsibility:	**No**
Hours:	**17.5 hours**
Contract:	**Fixed Term until 31 March 2028**

MAIN PURPOSE OF JOB:

To work with the Engagement Lead to deliver our engagement project with women, girls and minority genders in the City of York and Scarborough. To co-ordinate engagement events and activities that allow women to have a say in changes to their streets and public places, providing resulting recommendations to local decision makers. Supporting the development of Local Groups, led by women, in the region.

MAIN DUTIES AND RESPONSIBILITIES:

- Produce briefings on current best practice for designing streets for women and girls.
- Produce project plans and coordinate activity according to funder requirements.
- Work with local authorities to understand the local planning context and upcoming planned infrastructure schemes.
- Researching potential partners and outreach to local community groups led by women and girls.
- Through creative processes, such as community street reviews, collective storytelling, map marking, and discussion workshops, work with communities to develop a Manifesto for Change for their neighbourhood.
- Provide recommendations to the council for improvements to make the walking environment safer for women, as well as principles to be considered by Design Review Panels.
- Pilot a range of engagement methodologies to ascertain which approach leads to the most effective recommendation for scheme development.
- Undertake one-on-one lived experience walking interviews to create a deeper understanding of community members' individual experiences of their streets.

- Work with community groups to establish Local Living Streets Groups.
- Produce promotional materials and toolkits to share best practice and to showcase the project.
- Undertake project monitoring and evaluation and provide reports to funders.
- Work with the External Affairs and Fundraising team members to ensure best practice from project outputs is fed into Living Streets-wide policy and communications.

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 marginalised groups, women's groups and/or volunteers	✓	✓
Supporting campaign activity that leads to policy/behaviour/infrastructure change	✓	✓
Knowledge and skills		
Very strong organisational skills, including project coordination	✓	✓

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 (Monday.com)	✓	✓
Relevant lived experience	✓	
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 of local transport planning	✓	✓