Job Description

**Community Engagement Officer**

Responsible to

**Director**

Responsible for

**Delivery of Community Engagement for the Inspiring Science Project**

Liaises with

**Technical and Curatorial Manager, Marketing Manager, Education Manager, Finance Officer, and IS Project Manager.**

**KEY TASKS**

- To lead on community engagement activity for the ISF proposal.
- To focus on three target audiences we have identified as wanting to encourage to use Catalyst; adults with physical and/or learning difficulties; people experiencing mental health difficulties; children from the 10 most disadvantaged schools in Halton.
- To encourage engagement from other sections of the community through outreach work to encourage them to visit/engage with Catalyst.

**SPECIFIC TASKS**

- To work with identified target audiences and support them to be able to Visit Catalyst through devising bespoke activity programmes, consulting on specific needs etc.

- To make inroads into other sectors of the community and develop and deliver outreach activity to encourage engagement with Catalyst, eg taster sessions, consultation.

- To work with staff and trustees at Catalyst who have specific roles when devising community engagement activity.

- To develop and support a cohort of volunteers to support with community engagement activities.

- To meet regularly with the Director and relevant staff/trustees to review and progress and discuss/resolve any issues.

- To produce monthly monitoring reports for trustees/management to demonstrate progress.
• To manage any relevant budget headings related to community engagement activity, keeping accurate records.

• To contribute to publicity and marketing opportunities in relation to the community engagement programme.

• To work flexible hours where required, including some evenings and weekends.

• To professionally represent Catalyst and promote its aims and objectives at all times.

• To undertake any other duties as will be assigned from time-to-time by the Director and which are commensurate with the grade and role.

**Essential Knowledge Skills and Qualifications**

• Previous experience of community engagement activity
• Proven experience of working with a wide range of organisations with varying needs
• Excellent communication skills at all levels
• Experience of producing and presenting reports
• Ability to work on own initiative and as part of a team
• Flexibility to work occasional weekends and evenings as required

**Desirable Knowledge Skills and Qualifications**

• Knowledge and experience of working in a scientific and/or heritage background
• Knowledge of the borough of Halton
• Ability to think creatively and implement innovative techniques on a restricted budget
• Experience of monitoring and evaluating projects

**Remuneration**

c £15,000 pa for two years, fixed term starting September 2018, 4 days per week (flexible).