Job Description

Job Title	Community Engagement Officer
Hours Per Week	The post is 21 hours per week 3 days over 7
Responsible to	Bracken Hall Manager
Location	Bracken Hall Countryside Centre
Contract	12 month fixed term
Salary	SCP 9 (£28,153 Full Time Equivalent) based on NJC scales April 2026 (pro rata)

Overall Duties and Responsibilities of the Post:

To develop and deliver a community engagement programme to inform the redevelopment of the exhibition room at Bracken Hall Countryside Centre (BHCC) as part of the National Lottery Heritage Fund project.

To assist with volunteer recruitment and training, planning and delivery of a launch event for the new exhibition and project evaluation.

Key Responsibilities:

- Responsible for the development and delivery of a community engagement programme to develop a new exhibition at Bracken Hall Countryside Centre (BHCC) as part of the National Lottery Heritage Fund project.
- Coordinate a programme of focus groups and community workshops to enable groups and individuals to shape the project and to improve their connection to nature.
- Work with other staff members and freelancers to facilitate focus groups and community workshops to develop themes and content for the new exhibition.
- Work with the Bracken Hall Manager to recruit and train new volunteers to work on the project
- Coordinate training for volunteers in relation to the new exhibition project
- Assist in building and developing existing and new partnerships and relationships with

local community organisations

- Support project communications including writing news items, developing website and social media content
- Work with the Bracken Hall manager to plan and organise an event to celebrate the opening of the new exhibition
- Work with the evaluation lead to evaluate activities in line with National Lottery Heritage Fund requirement.
- As we are a small team the successful candidate will be expected to have a flexible and collaborative approach to their work.

Supervision and guidance:

The post holder will

- be line managed by and will report to the Bracken Hall Manager.
- be expected to exercise professional judgement within specified policies and guidelines.
- be expected to work on her/his own initiative, organising own workload, referring complex or sensitive issues to the Bracken Hall Manager.
- provide support for the Bracken Hall Manager on relevant tasks as directed.

Terms and Conditions of Employment

- Baildon Town Council is a member of the Local Government Pension Scheme, the post holder will be provided with the opportunity to opt-in to this scheme via the West Yorkshire Pension Fund.
- The post-holder will be entitled to travel and subsistence allowances when appropriate, at the National Joint Council rate. Other equipment provided includes a laptop and mobile phone.
- The post is 21 hours per week 3 days over 7. 12 month fixed term.
- Occasional evening work will be required for meetings. Weekend working is required from time to time to support operations when the Centre is open to the public. Flexible working is encouraged subject to organisational requirements. Baildon Town Council aims to be a family friendly employer.
- This position is subject to an enhanced Disclosure and Baring Service (DBS) check.
- Annual leave entitlement is 26 days per annum pro rata in addition to normal bank and public holidays, the post holder will also be entitled to two extra statutory days pro rata.

Responsibilities shared by all staff employed by Baildon Town Council:

1. **Serve the public**:

a) all staff are responsible for dealing promptly with any query from the public, even when this is to acknowledge and redirect to another member of staff or councillor.

b) BTC also recognises that every member of the public attending a Council meeting or committee, does so on a voluntary basis, and should be treated by staff with courtesy and consideration.

2. **Support councillors**: Within the normal working day, give priority to responding to any questions or queries from any councillor about work in which you are involved and communicate promptly.

3. **Report to BTC committees:** The Clerk may direct any member of staff to attend any committee or provide reports to it, where this is considered to be helpful to the topic under consideration.

4. **Active teamwork:** Within the remit of individual job roles, it is vitally important that all staff are flexible to provide cover during periods of holiday or illness.

5. **Financial responsibility:** BTC has strong and clear financial procedures in place (see BTC Financial Regulations) and all staff are expected to understand and comply with them.

6. **Working with volunteers:** All staff will be expected to work alongside and with volunteers, including councillors, working in a safe but flexible way, which recognises the very wide range of tasks undertaken.

7. **Equality in the workplace and in service delivery:** BTC is fully committed to equal opportunities for all and welcomes diversity amongst staff, councillors and volunteers. Staff should seek to deliver services in the most inclusive way possible, and will not discriminate on any grounds in any activity.

8. **External Communication:** All staff are representatives of BTC whenever they are at work. The highest standards of personal conduct and approachability are required at all times. All staff may be asked to communicate verbally or in writing on any work in which they are involved, to be used on BTC website, social media, or by councillor communication leads in external media work.

9. **Health and Safety:** All staff are expected to be responsible for their health and safety by working with BTC's health and safety management systems, risk assessments and other processes to keep everyone safe at work.

Further guidance on ways of working can be found in the BTC Councillor-Officer Protocol approved December 2022 and found here:
https://www.baildontowncouncil.gov.uk/uploads/civilityand-respect-model-councillor-officer-protocol-oct-2022.docx?v=1668601219