

## **JOB VACANCY JULY 2018**

### **MAVISBANK COMMUNITY ENGAGEMENT OFFICER**

#### **Job description, person specification and conditions of service**

##### **ABOUT US:**

Edinburgh & Lothians Greenspace Trust (ELGT) is an independent charity which exists to improve open spaces and engage communities with those greenspaces. We deliver a wide range of greenspace improvement projects, including the creation and improvement of community gardens, biodiversity, parks, allotments, play areas and sports facilities, paths and cycleways, woodlands and business environments.

We work with communities to get them involved in greenspace projects through environmental education, conservation volunteering, therapeutic and physical activity activities in environmental settings, training and skills development. We work with landowners, local authorities, community groups, young people, schools, other charitable organisations, housing associations and all our projects are carried out in partnership with other organisations. Our services include the development of project ideas with communities, raising the necessary funding from a wide range of sources, community consultation and engagement, delivering programmes of activities addressing inequalities, project management and evaluation.

The Trust is led by its Trustees - the Board of Directors made up of representatives from local authorities and key stakeholders. The Chief Executive, supported by a committed staff team, is responsible for delivering the Trust's key aims and objectives and the day-to-day management of the organisation including ensuring its continued operation.

ELGT in partnership with Historic Environment Scotland and the Mavisbank Trust are working to restore the Mavisbank Policies, an area of designed landscape near Loanhead, Midlothian.

The land is in the care of Historic Environment Scotland and includes most of the core of this designed landscape but does not include Mavisbank House. The house is roofless and partially gutted following a fire in 1973.

To apply for this position, please complete the application form (available for download from <http://www.elgt.org.uk/> or by email/post by contacting Jenni Green on 0131 445 4025 or [recruitment@elgt.org.uk](mailto:recruitment@elgt.org.uk))

The deadline for applications is **12noon on Thursday 9<sup>th</sup> August 2018**

Interviews will be held on Wednesday 15<sup>th</sup> August 2018 at ELGT's offices at Swanston.

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Mavisbank Community Engagement Officer (6 month temporary post)</b>
<b>Location:</b>	ELGT Office, 109/11 Swanston Road, Edinburgh EH10 7DS; some working from home may be considered.
<b>Responsible to:</b>	ELGT Projects Programme Manager
<b>Responsible for:</b>	No staff
<b>Hours:</b>	21 hours per week for 6 months fixed term
<b>Salary:</b>	£23,000 pro rata + 8% pension contribution
<b>Closing date:</b>	Thursday 9 <sup>th</sup> August 2018, 12 noon

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### OVERALL PURPOSE:

Funding has been secured from Historic Environment Scotland and Mavisbank Trust to engage with the local community by developing and mapping their needs and interests which will help inform the development of future programmes of work and supporting partners in their work, as below.

Historic Environment Scotland (HES) and the Landmark Trust are investigating a joint project to restore Mavisbank House and its Policies and aim to increase awareness, understanding and pride in Mavisbank's history and heritage which will contribute towards a future Phase 1 Heritage Lottery Fund application.

On behalf of the partners, ELGT seeks to appoint a part-time Community Engagement Officer to develop further and deliver a series of agreed events for local people at Mavisbank Estate, Loanhead, Midlothian.

The overall purpose of the role is to actively engage new audiences in volunteering and learning opportunities, and in enjoying and valuing the heritage of Mavisbank. The role's primary focus will be to deliver a programme of community focused engagement activities in and around the area of Mavisbank, Loanhead that will, through the promotion of the house and grounds, foster a greater baseline of community interest and understanding of its historical importance and associated nature-based value.

By liaising and coordinating with partners and stakeholders, activities will include running workshops, disseminating information and engaging new audiences through outreach activities enabling the local community to learn new skills and become involved in volunteering activities.

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**KEY PERFORMANCE INDICATORS:**

- Identifying and engaging with communities of interest in the local area.
  - Raising awareness of the historic and environmental significance of the site.
  - Production of community engagement and activities programme.
  - Delivery of community activities in and around the Mavisbank estate.
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**Main Duties & Responsibilities**

1. The post holder will be responsible for developing, taking forward and overseeing an activity plan linked to the Mavisbank estate. The overall purpose being to attract new audiences in volunteering, formal and informal learning, and deliver objectives on time and budget.
2. Identify and engage with key local communities and organisations to promote the project.
3. Engage with local groups to design and deliver a range of events and activities that encourage community participation, highlighting other key services and opportunities.
4. Coordinate a programme of community events in the local area to promote learning, training and participation through biodiversity and cultural heritage workshops.
5. Plan, deliver and oversee light touch activities, events and engagement in the Policies subject to the limited access, ground conditions of the site and lack of facilities.
6. Engage with local schools and community groups. To control expenditure budgets and ensure compliance with all ELGT finance and procurement procedures.
7. To develop further network of external partners that have collaborated in the development of the Activity Plan and identify new partnership opportunities, particularly with local community organisations, to increase the capacity for audience development.
8. To work with local organisations to encourage them to participate in / volunteer at Mavisbank with a view to them becoming more involved with the sites on a longer-term basis.
9. To liaise with Historic Environment Scotland, Estates Project Coordinator, and other stakeholders to develop and implement coordinated projects and programmes for the project. Complete quarterly reports outlining how outcomes are being achieved, emerging challenges and opportunities.
10. Attendance at a steering group with stakeholders, including ELGT, Historic Environment Scotland and the Mavisbank Trust.

## **Performance**

### **Performance of the postholder in relation to this post will be measured by:**

11. Annual targets and performance indicators agreed with the ELGT Projects Manager.
12. Regular performance reviews of progress made against agreed targets.
13. The ability of the postholder to liaise and work effectively with the Trust staff and partnership representatives and other community members to develop and monitor work programmes.
14. The expectation that the postholder will promote by example a positive, solution-oriented, team-based approach to the work of the Trust.

## PERSON SPECIFICATION

<b>Skills and Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
Educated to HND / degree level.		√
Heritage, Environmental or related qualification.		√
Specialist knowledge of cultural heritage and conservation management.		√
Ability to be proactive in identifying project opportunities and in supporting their development, management and implementation.	√	
Excellent written and verbal communication skills.	√	
Confidence in communicating with a wide range of people and get along with people at all levels with an understanding of the needs of different audiences	√	
Ability to manage and deliver multiple activities simultaneously and prioritise a demanding workload.		√
Strong IT skills, including MS Office applications.	√	
<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>
Experience of volunteer and community engagement with an environmental or heritage focus.	√	
Experience in delivering workshops and outdoor activities, managing volunteers and volunteer-led activities.	√	
Experience of working with a range of people from the local community.	√	
Experience of working with external partners and community stakeholders.	√	
Experience of devising and delivering activities with volunteers, contractors and freelancers.	√	
Experience of using a variety of methods to evaluate the success of community related activities.	√	
Experience of delivering events to reach new audiences, preferably gained within the heritage & environmental sector.	√	
<b>Personal Qualities</b>	<b>Essential</b>	<b>Desirable</b>
Self-motivated, flexible and well organized, you will be able to demonstrate experience of prioritizing and meeting targets to tight deadlines. You will have a positive approach and be able to work independently and remotely.	√	
A commitment to the charitable/social enterprise sector.	√	
A passion for the environment and community well-being.	√	
A proactive and “can do” attitude with the motivation to succeed and to work effectively as part of a close-knit team.		√
Excellent organizational and time management skills with a systematic approach to work and the ability to meet tight deadlines.	√	
A full driving licence.		√

## CONDITIONS OF SERVICE

### 1) FLEXTIME WORKING

- a) **Working week** – 21 hours per week (excluding lunch break)
- b) **Working day** – 8.00am – 6.00pm (flexible hours to be worked within these times)
- c) **Core hours** - 10.00am – 12.00am, 2.00pm – 4.00pm Monday to Thursday  
10.00am – 12.00am, 2.00pm – 3.00pm Friday  
Some evening and weekend work may be required and the Trust operates a Time Off in Lieu system.
- d) **Lunch break** - minimum 30 minutes to maximum 2 hours, taken between 12.00 and 2.00pm.
- e) **Conditions** - the flexitime scheme operates within the confines of 4 weekly periods of 35-hour working weeks. Any credit/deficit of hours cannot be carried forward to the next period - a maximum of 4 periods of 3½ hours (14 hours) flexitime leave may be taken in any 4 week period with the agreement of the Chief Executive - staff must log in/log out if leaving the building and fill in weekly record sheets.

The scheme does not affect entitlement to time in lieu for evening/weekend meetings or annual holiday leave. The Trust aims to be as flexible as possible and will try to accommodate, wherever possible, individual staff arrangements to cover e.g. family circumstances, study, courses of medical treatment.

### 2) ANNUAL HOLIDAY ENTITLEMENT

- 27 days within leave year of 1<sup>st</sup> April to 31<sup>st</sup> March (pro-rata for part-time employees)
- Plus 6 public holidays
- Plus 3 days to cover period between Christmas and New Year when office is closed

### 3) PENSION

The Trust runs a qualifying workplace scheme with Royal London with an 8% company contribution and minimum employee contribution of 3%.

The Trust complies with auto-enrolment legislation and will auto-enrol eligible new employees into the pension scheme on their start date with a 3-month postponement period. Full information, including opt-out rights, will be provided on starting with the Trust.

### 4) CAR MILEAGE ALLOWANCE

As a non-essential car user an allowance of 40p per mile will be applicable for use of own car.