

Rosemount Development Officer

Job Description

## Job Description : Community Engagement Officer

Salary : £26,000 p.a.

Hours : 28 Hours per week (flexible hours required)

Reporting to : Community Development Officer

Duration : Initial 1 Year Funded Post to 16 August 2022

**Job Purpose**

To engage with partner organisations and the community of Royston to deliver the ‘Equality Cycles’ project, distributing free bikes to young people from deprived backgrounds and working with St Paul’s Youth Forum Bike Mechanic to deliver education and engagement sessions.

‘Equality Cycles’ is a pilot partnership project between Rosemount Development Trust and St Paul’s Youth Forum aiming to transform pupil’s journeys to and from school, in line with the Sottish government’s pledge to increase access to bikes for children of school age

The Community Engagement Officer will lead, manage and implement community focussed initiatives, overseeing engagement with children, young people and families, group activities, launch and community engagement events and promotion of active travel in North Glasgow

**Primary Responsibilities:**

* Work with local schools and youth organisations to identify children and young people to receive free bikes.
* Work with the St Paul’s Youth Forum Bike Mechanic to purchase, store and maintain bikes prior to distribution, tracking maintenance and location of units.
* Capture data relating to distribution of bikes and report on project progress.
* Working alongside a Bike Mechanic to run a bike storage unit at Rosemount Development Trust Business Park.
* Working with staff at St Paul’s to set up an Active Travel Hub/drop in Bike Maintenance Hub on Royston Road.
* Ensure ongoing support for and engagement with young people and families who participate in Equality Cycles to measure success of the project and promote sustainability.
* Work with Bike Mechanic to provide basic bike ability training, led cycle rides, Dr Bike sessions, maintenance training and workshops.

**Key Functions of the Role:**

* Provide the enthusiasm, motivation and determination needed to launch and establish Equality Cycles.
* Undertake project planning, management and implementation to ensure the projects are delivered on time and to budget.
* Liaise with Rosemount Development and St Paul’s staff to keep them informed of progress.
* Ensure the project is organised in a professional manner and recorded accurately in the project documentation, and any actions agreed are delivered.
* Ensure all risks and issues are identified as early as possible with actions proposed and implemented to address or mitigate them, including full risk assessments.
* Identify and engage key stakeholders in the project delivery; manage relationships with the community, all partner organisations and stakeholders.
* Attending meetings and community events
* Establish effective administrative systems for managing the projects
* Monitor and evaluate activities and produce written reports for Management, funders, partners etc

**Key Working Relationships**

* Develop and maintain effective and constructive working relationships with the five identified local schools and with Royston Youth Action and other informal youth work providers.
* Work closely with school staff to identify participants, including working with Senior Management and DYW coordinators.
* Work closely with the St Paul’s Bike Mechanic to ensure that all equipment is of approved standards and to plan and provide basic cycle training and maintenance workshops.
* Develop and implement project-monitoring systems that will provide accurate and timely information about the project progress.
* Present information and issues to a range of internal and external stakeholders, including board members, local councillors, the Royston Strategy Group and Transport Scotland.
* Report regularly to the Community Development Officer, providing credible, accurate and timely information.
* Raise with the Community Development Officer any developments, issues or new risks that could impact on the project, or pose a risk to Rosemount Development Trust.
* Support volunteers where applicable.

Person Specification: Community Engagement Officer

All of the following requirements will be assessed from a combination of information provided from the application form, the interview process and references:

|  |  |  |
| --- | --- | --- |
| Skills and Abilities | Essential | Desirable |
| Excellent verbal, written, communication and presentation skills | √ |  |
| Ability to work under pressure, to tight deadlines | √ |  |
| Excellent organisational skills and the ability to manage a wide range of tasks | √ |  |
| Ability to use own initiative to prioritise and manage own workload to achieve best outcomes | √ |  |
| Ability to foster collective working between organisations, securing commitment and cooperation from others | √ |  |
| Ability to be self administering seizing opportunities | √ |  |
| Ability to demonstrate an active commitment towards equal opportunities and anti-discriminatory practice | √ |  |
| Ability to think creatively | √ |  |
| Strong interpersonal skills and the ability to deal with a diverse range of people | √ |  |
| Good IT skills including word processing and database management | √ |  |
| Reasonable cycling ability  | √ |  |
| Experience |  |  |
| Experience of working in, or with, the voluntary sector | √ |  |
| Experience of managing or coordinating projects |  | √ |
| Experience of working with children and young people | √ |  |
| Experience of cycling/active travel projects |  | √ |
| Experience of working across different sectors and developing links with other agencies. |  | √ |
| Experience of report writing and an ability to maintain records and produce clear written and oral reports | √ |  |
| Experience of using evaluation and monitoring tools and techniques |  | √ |
| Experience of contributing effectively as a team member |  | √ |
| Knowledge |  |  |
| Understanding of social enterprise  |  | √ |
| Understanding of the issues facing the community of Royston |  | √ |
| Understanding of current and previous examples of active travel initiatives |  | √ |
| Training and Qualifications |  |  |
| Degree or equivalent qualification |  | √ |
| Project management qualification, training or relevant experience |  | √ |
| Up to date PVG certificate, or willingness to obtain one | √ |  |
| Cycle Ride Leader & Velotech Qualifications |  | √ |
| Other |  |  |
| Commitment to equal opportunities | √ |  |
| Ability to work comfortably with a range of partners | √ |  |
| Ability to work evening and weekends on a flexible basis (with time off in lieu) | √ |  |
| Driving License with access to own vehicle |  | √ |