



Post: Diversity Too! Community Engagement Officer
Department: Learning

Job Description

Main Duties

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You will be part of a team working on community engagement as part of an exciting redevelopment at RBGE. You will lead on community engagement to deliver an NLHF funded Activity Programme over 4 years working with different ages and communities etc.

Public Engagement activity coordination

- Undertake the operational implementation of RBGE's community activities as detailed in the Diversity too! activity plan, part of the Edinburgh Biomes Project, funded by NLHF.
- Work within the limitations of the operational budget and report to internal and external partners.
- Oversee and maintain good communications with all partners and participants, with particular reference to benchmarks of best practice community engagement.
- Work with the Engagement Manager to contribute to the marketing and communications for your activities
- Manage project evaluations and report results to internal and external stakeholders with the support of an Evaluation Consultant (to an agreed plan).
- Work to measure the impact of public, including community, engagement at RBGE – relevant training will be provided.

Delivery

- Deliver workshop sessions in community settings and onsite at RBGE to a wide age range of under-served audiences.
- Contribute to the development of online resources for community groups as appropriate.
- Foster good relationships with community groups and charities and build a network of partners for further engagement by the Biodiversity Ambassadors.
- Develop and deliver the Biodiversity Ambassador training and mentoring programme.
- Develop and deliver the Diversity too! roadshow and skill share programmes as required.
- Actively find new opportunities for further community partnership-working.
- Line-manage the work of Biodiversity Ambassadors and project volunteers as required.
- Work with other volunteers and casual staff as needed.

Public Engagement Networks

- Maintain and develop strong and constructive relationships with organisations across Scotland and the wider UK, in advancement of RBGE's mission and vision.
- Develop and foster collaborations with community, environmental, cultural and, where appropriate, commercial organisations, locally, nationally, and internationally.
- Work with the wider team to develop RBGE's public, particularly community, engagement training and development opportunities.
- Actively champion the relevance and value of public engagement for RBGE locally, nationally, and internationally.
- Facilitate the engagement of RBGE staff with their cultural, community, and civic surroundings, promoting involvement in cultural public engagement networks.
- Maintain an up-to-date knowledge of the current public engagement and impact



debates through professional development, research, and other activities.

Working Across RBGE

- Liaise with staff across RBGE (horticulture, communications, education, finance, estates) that contribute to public engagement to ensure effective and efficient teamwork.
- Advise the wider organisation on developing aspects of community engagement as part of some organisation-wide events.
- Ensure that RBGE's policies and procedures are in line with external requirements for public engagement and impact.
- Actively follow and promote RBGE policies and actively promote these wherever possible.
- Maintain an awareness and observation of fire and health and safety regulations.

Person Specification

Skills/Aptitude	Essential	Desirable
Excellent written and verbal communication skills and demonstrable experience of stakeholder liaison	*	
Demonstrable experience of community engagement	*	
Demonstrable commitment to principles of equity, diversity, and inclusion	*	
Excellent understanding of how best practice community engagement is measured, understood, and evaluated		*
Demonstrable experience of managing projects with diverse stakeholders	*	
Demonstrable experience of managing financial budgets and evaluation processes	*	
Good understanding of communications and marketing around public engagement and an understanding of audience segmentation		*
Experience of delivering professional training and/or engagement activities	*	

Knowledge	Essential	Desirable
Be familiar with standard methods of audience evaluation and demographics		*
Be familiar with standard methods of community engagement	*	
Excellent IT skills, including the use of Microsoft Word, Excel, Power Point, Outlook, WordPress, and content management systems	*	
Experience in contributing to social media and/or press campaigns		*
Adobe Acrobat, Photoshop, Acrobat Pro, and InDesign		*



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Online virtual engagement tools		*
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Professional Qualifications	Essential	Desirable
Educated to degree level or relevant work experience	*	