

Community Engagement Co-ordinator Cairngorms 2030



Cairngorms
National Park Authority
Ùghdarras Pàirc Nàiseanta a'
Mhonaidh Ruaidh

Communications and Engagement team

3 Year Fixed Term, Full Time position (35 hours/week), Band C

About Cairngorms 2030

Inspired by the Gaelic word *Dùthchas* – meaning the deep-rooted connection between people and nature – Cairngorms 2030 (C2030) is putting the power to tackle the climate and nature crisis in the hands of people who live, visit and work in the UK's largest national park.

The programme will put local people at the heart of decision-making; work with land managers to restore and enhance landscapes; make getting around the Park easier, safer and greener; and foster healthier, happier communities with wellbeing at their heart. Cairngorms 2030 is an unprecedented partnership of over 70 organisations and is supported by The National Lottery Heritage Fund, with thanks to National Lottery players.

Purpose:

This role is one of two Community Engagement Coordinators. Together, you will report to the Cairngorms 2030 Engagement Officer, and will lead on the engagement activity required for the 20 projects across C2030. Working alongside a fellow C2030 Engagement Coordinator, C2030 Project Officers, the C2030 Communications Coordinator and consultants as required, you will enable meaningful engagement activity to take place in a cohesive way across the programme. This will be undertaken while testing and reviewing new methods of engagement as appropriate, and reporting on the learning and review of these innovative methods.

You will be responsible for delivering engagement activity, working with the team to develop and create engagement materials and resources for a variety of Cairngorms 2030 projects. Activities include: design and delivery of events, workshops and engagement sessions and working alongside project managers to understand and deliver specific project outcomes. All of this work will reflect our brand guidelines and accessibility standards as minimum, with a focus on engaging with key audiences including LGBTQ+, young people, ethnic minorities and less heard voices within the Park.

In all of the above, it is expected that you will bring the core principles of the Cairngorms 2030 programme to life and act as a champion of them. These principles are widening participation, co-design and partnership working.

Responsibilities:

Support and develop key engagement activity across C2030 projects:

- Plan and deliver engagement activity to a consistently high standard, meeting the needs of the programme and our target audiences.
- Support others (project managers, third party consultants, partners etc) to facilitate and deliver events to an agreed standard, including suggesting ideas that suit the project target audiences.

Support the Community Engagement Officer to explore innovative engagement methods and help evaluate their effectiveness:

- Trial and evaluate a range of innovative methods of engagement, helping roll them out across the programme where appropriate.
- Keep track of sector developments, innovations and best practice – using these to spot potential opportunities to bring to the various workstreams.
- Evaluate the effectiveness of our events and coordinate activity across the year / programme, maintaining accurate records.

Collaborate with colleagues and help communicate the C2030 programme both within the organisation and beyond:

- Represent the team to a high standard as an engagement professional, while building rapport with colleagues as an approachable source of advice and support.
- Liaise closely with the Communications Coordinator to effectively communicate C2030 engagement activity, and work with the Knowledge Exchange Coordinator to monitor our progress.
- Ensure C2030 engagement activity dovetails with other activity taking place across the National Park (from wider Park Authority-led work to partners).

General C2030 reporting responsibilities:

- Support the effective administration of our engagement activities, from preparing risk assessments, managing budgets of assigned projects, and maintaining events and activity trackers.
- Manage your own workload in line with the Engagement team processes and communicate effectively with the team.

General:

- Contribute to the work of the C2030 team and People and Place Directorate and Park Authority as a whole and ensure compliance with financial procedures;
- Contribute to the delivery of the National Park Partnership Plan and other strategic plans;
- Embrace the organisation's culture and ensure that all behaviours align with the principles of Passion and dedication, Community, Pioneering, Inspiring leadership; as well as complying with the Health and Safety strategy.

- To conduct other work as necessary. All post holders are required to be flexible with regards their job description so that the organisation can adapt to new opportunities and priorities over time.

Person specification: knowledge, experience and training:

ESSENTIAL

- Considerable experience of delivering and developing community / stakeholder engagement, and reporting on outcomes of engagement.
- Experience of delivering a project on time and on budget.
- Experience of organising and delivering events
- Ability to work as part of a team, but also individually to complete tasks.
- Real attention to detail and ability to establish and follow clear processes.
- Excellent communication skills, both presentation and written.
- Ability to work constructively with a range of internal officers and partners.
- Good proactive networker outside and inside the organisation.
- Good team player
- Computer literate – eg able to use Microsoft Office suite,
- Full UK driving licence or access to driver if disability prevents driving
- Permission to work in the UK

DESIRABLE

- A degree, or equivalent experience, in community engagement or related field.
- Understanding of issues relating to rural Scotland or the Cairngorms National Park.
- Experience of organising events for specific groups of people
- Experience working with qualitative and quantitative data for research purposes
- Knowledge of Gaelic

February 2025