**Job Title:** Community Engagement Coordinator

**Hours:** 15 hours per week, typically Tuesday to Thursday, with flexibility to work occasional evenings or weekends for specific activities.

**Reporting to:** Chief Operating Officer

**Location:** Norton Park Business Centre, 57 Albion Road, Edinburgh.

**Role Summary**

Norton Park is home to twenty-five tenant non-profits, and our vision is to make it a place where non-profits have the environment and opportunities they need to thrive. We aim to provide a setting where collaboration can develop, connections can grow, and people can take part in activities that support their work and wellbeing.

The Community Engagement Coordinator will play a key role in shaping that environment. You will design and deliver a varied and evolving programme of networking, learning, wellbeing, and social activities that respond to tenant interests. You will also explore ways to extend these opportunities to other non-profits beyond Norton Park.

This is an exciting opportunity for someone who enjoys bringing people together, believes in the impact of the third sector, and is committed to helping it thrive, while shaping the next phase of Norton Park’s community development.

**Key Responsibilities**

Event Management

* Plan, organise, and deliver a varied range of activities for tenants, adapting to changing needs and opportunities.
* Promote events effectively using social media, newsletters, and other channels.
* Gather feedback and monitor outcomes to continuously improve the programme.

Tenant Engagement

* Maintain regular contact with tenant organisations to understand their priorities and interests.
* Create an environment where collaboration, peer learning, and networking between tenant organisations can naturally develop.
* Support initiatives that enhance wellbeing and strengthen the Norton Park community.

Community Partnerships

* Build and maintain links with local and sector-wide non-profit organisations.
* Explore opportunities to extend events to a wider non-profit audience.
* Promote Norton Park’s facilities as a hub for collaboration and community benefit.
* Attend meetings, forums, and networking events as required, representing Norton Park in a professional and positive manner.
* Act as an ambassador for Norton Park, building relationships and promoting our work within the community and voluntary sector.

Reporting and Administration

* Record and report on participation, feedback, and community impact.
* Carry out administrative tasks related to events and tenant communications.

# **Terms and Conditions**

* Place of Work: Norton Park offices, 57 Albion Road, Edinburgh, EH7 5QY.
* Hours of Work: 15 hours per week.
* Salary: £ 27,000 pro rata (36.25 hours fte)
* Pension: Employer contribution 7%, employee contribution 4%
* Leave: 25 days annual leave plus 10 public holidays pro rata fte
* Benenden Health Cover

**Person Specification**

**Essential**

* Experience in event management, community engagement, or a related field.
* Strong organisational, communication, and people skills.
* Strong networking skills with the ability to build and maintain positive relationships across different organisations and sectors.
* Understanding of the challenges, opportunities, and current issues facing the voluntary/non-profit sector.
* Commitment to the values and impact of the voluntary sector.
* Ability to work both independently and collaboratively.
* Proficiency in using social media and digital tools for promotion.
* Willingness to work occasional evenings or weekends as required.

**Desirable**

* Experience in developing and managing partnerships.
* Familiarity with the local community and its needs.
* Relevant qualification in event management, community engagement, or a related field.