

JOB DESCRIPTION

Job Title: Community Engagement & Education Officer	Service Area: Parks & Green Spaces Service	
Directorate: Environment & Sustainable Transport Directorate	Post Number: 10029194	Evaluation Number: 7815
Grade: PO1	Date last updated: April 2025	

People at the heart of everything we do

We are committed to putting people – Newham residents and Council staff – at the heart of all we do. Our approach is a collaborative joint enterprise between residents, the Mayor, Members, Council staff and the Corporate Management Team.

Equality and diversity

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity policy in the course of their work.

Protecting our staff and services

Adherence to health and safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good health and safety practices and manage risks appropriately.

Corporate parent

We believe that every member of staff working for Newham Council should understand and fulfil our corporate parenting responsibilities for our looked after children that we have under the Children and Social Work Act 2017.

Overall Purpose of Job:

This is a fixed term position, funded through a grant from the National Lottery Heritage Fund (NLHF), to lead on the programming, commissioning, delivery and monitoring of the Community Engagement elements, events and activities relating to the Forest Lane Park - Lucel Tate Remembered Project. The successful candidate will ensure that the Council's contractual obligations with the NLHF are met alongside the Council's own project management procedures and protocols.

Job Summary

- The post holder reports to the Infrastructure & Project Manager and will work alongside the Forest Lane Park Project Manager during the delivery of the project.
- The post holder has no line management responsibility but may be required to direct and oversee the work of external service providers and volunteers.
- The post holder has responsibility for the management of the Forest Lane Park Activity Plan budget.
- The post holder will be required to work some evenings, weekends and public holidays in order to meet service requirements and to ensure appropriate operational service delivery.

Key Tasks and Accountabilities:

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

To undertake all responsibilities listed below:

- Ensure the development and delivery of the Forest Lane Park Activity Plan as part of the submission of the NLHF Round 2 bid in line with their requirements and programme.
- The financial management of the Community Engagement events and activities budget for the Forest Lane Park project, ensuring compliance with NLHF conditions and the Council's financial procedures and protocols.
- Monitor the progress of the delivery of the Activity Plan and Community Engagement activities against the wider project programme and the requirements of the NLHF.
- Apply risk management principles to the delivery of the Community Engagement elements of the project, ensuring risk and issue logs are maintained with compliance across all areas of the proposals.
- Supply project monitoring information as requested by the Infrastructure and Project Manager to meet the requirements of the NLHF.

Stakeholder and Community Engagement

- Work closely with key delivery partners and project stakeholders to deliver project outcomes.
- Work with the project team to undertake stakeholder engagement meetings and activities, ensuring that they are co-ordinated with the wider project programme.
- Work closely with the project team and consultants to develop the activity plan, creating and piloting outcomes in relation to learning, training, volunteering and apprenticeships associated with the capital elements of the project.
- Lead on the development, implementation and delivery of the Community Engagement Activity plan for the Forest Lane Park Lucel Tate Remembered Project.
- Be responsible for the development and management of partnerships to support and deliver Community Engagement events and activities.
- Be responsible for the development and delivery of community outreach particularly targeting areas of social deprivation.
- Prepare publicity material to allow the effective promotion and marketing of the Community Engagement programme, working closely with the project and the Council's Communications teams.
- Devise and implement systems to monitor and evaluate the quality and impact of the Community Engagement Programme and its contribution to the overall aims and objectives of the Lucel Tate Remembered project and the Council.
- Liaise with the Council's Learning and Volunteering teams regarding programme development and delivery required within Lucel Tate Remembered project, with NLHF Learning and Volunteering programmes being developed and provided by Learning and Volunteering as needed.

Other Duties

Be aware of your responsibilities with regard to Health & Safety and Safeguarding matters particularly in relation to managing activities and events with young or vulnerable people.

Ensure compliance with Health & Safety and Safeguarding regulations by all staff, contractors and volunteers undertaking project activities or working in the park.

Comply with all Council policies including health & safety, diversity & equality, safeguarding, information assurance, financial management regulations and other relevant Government regulations and directives

To assist with the effective delivery of service plans and work flexibly as an effective team member.

Any other reasonable duty that is within the competence of the post holder.

Personal Specification

Newham London

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IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

EQUALITY AND DIVERSITY

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PROTECTING OUR STAFF AND SERVICES

Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.

CRITERIA	Method of Assessment
Qualifications	
Should hold relevant diploma/degree in Community Engagement /Heritage/youth work related topic. (Essential)	Application Form / Interview
Knowledge & Experience	
Minimum of 2 years experience in the field of Community Engagement and/or youth work. (Essential)	Application Form / Interview
Experience of working in the public arena, with elected members, the general public, the press and other related stakeholders. (Essential)	Application Form / Interview
Proven track record of working with and developing/training volunteers. (Essential)	Application Form / Interview
Experience of setting and managing budgets to deliver a range of project goals. (Essential)	Application Form / Interview

Broad based understanding and knowledge of current initiatives in social exclusion and access issues – for all ages, abilities and social backgrounds. (Essential)	Application Form / Interview
A good working knowledge of Health & Safety principles and safeguarding procedures in relation to the delivery of activities. (Essential)	Application Form / Interview
Experience of delivering public art projects. (Desirable)	Application Form / Interview
Knowledge of parks, green spaces and the wider environmental implications of undertaking work within them. (Desirable)	Application Form / Interview
Experience of developing grant applications and funding initiatives. (Desirable)	Application Form / Interview
Skills & Abilities	
Creative and innovative approach to learning opportunities and a real understanding of how to deliver lifelong learning and community engagement projects. (Essential)	Application Form / Interview
Commitment to and informed interest in the concepts of access, diversity and equality of opportunity. (Essential)	Application Form / Interview
Strong oral and written communication skills. Capable of writing reports and preparing and delivering presentations to a wide range of audiences. (Essential)	Application Form / Interview
Strong interpersonal skills with the ability to deal confidently with people of all levels and from a range of backgrounds. (Essential)	Application Form / Interview
An effective problem solver able to work on own initiative without supervision. (Essential)	Application Form / Interview
Good working knowledge of IT/Word processing, record management systems and various digital media. (Essential)	Application Form / Interview
Good evaluation and monitoring skills to ensure that appropriate objectives are set and delivered. (Essential)	Application Form / Interview
Other Requirements	
The post holder must be flexible and work across multiple council sites. (Essential)	Application Form / Interview
Willingness to work flexibly, including evenings, weekends and public holidays as part of the service delivery. (Essential)	Application Form / Interview
Hold a current driving licence. (Desirable)	Interview
The role is subject to an enhanced CRB check.	Interview