



Job Description	<b>Community Engagement Officer</b>
Responsible to	<b>Director</b>
Responsible for	<b>Delivery of Community Engagement for the Inspiring Science Project</b>
Liaises with	<b>Technical and Curatorial Manager, Marketing Manager, Education Manager, Finance Officer, and IS Project Manager.</b>

## **KEY TASKS**

- To lead on community engagement activity for the ISF proposal.
- To focus on three target audiences we have identified as wanting to encourage to use Catalyst; adults with physical and/or learning difficulties; people experiencing mental health difficulties; children from the 10 most disadvantaged schools in Halton.
- To encourage engagement from other sections of the community through outreach work to encourage them to visit/engage with Catalyst.

## **SPECIFIC TASKS**

- To work with identified target audiences and support them to be able to Visit Catalyst through devising bespoke activity programmes, consulting on specific needs etc.
- To make inroads into other sectors of the community and develop and deliver outreach activity to encourage engagement with Catalyst, eg taster sessions, consultation.
- To work with staff and trustees at Catalyst who have specific roles when devising community engagement activity.
- To develop and support a cohort of volunteers to support with community engagement activities.
- To meet regularly with the Director and relevant staff/trustees to review and progress and discuss/resolve any issues.
- To produce monthly monitoring reports for trustees/management to demonstrate progress.

- To manage any relevant budget headings related to community engagement activity, keeping accurate records.
- To contribute to publicity and marketing opportunities in relation to the community engagement programme.
- To work flexible hours where required, including some evenings and weekends.
- To professionally represent Catalyst and promote its aims and objectives at all times.
- To undertake any other duties as will be assigned from time-to-time by the Director and which are commensurate with the grade and role.

### **Essential Knowledge Skills and Qualifications**

- Previous experience of community engagement activity
- Proven experience of working with a wide range of organisations with varying needs
- Excellent communication skills at all levels
- Experience of producing and presenting reports
- Ability to work on own initiative and as part of a team
- Flexibility to work occasional weekends and evenings as required

### **Desirable Knowledge Skills and Qualifications**

- Knowledge and experience of working in a scientific and/or heritage background
- Knowledge of the borough of Halton
- Ability to think creatively and implement innovative techniques on a restricted budget
- Experience of monitoring and evaluating projects

### **Remuneration**

c £15,000 pa for two years, fixed term starting September 2018, 4 days per week (flexible).