

## JOB DESCRIPTION

### Community Engagement Lead (Move More/Parks and Open Spaces)

---

<b>Service area:</b>	<b>Environmental &amp; Leisure Services</b>
<b>Reports to: supervision</b>	<b>Head of Environmental &amp; Leisure Services (with delegated to Senior Strategy &amp; Partnerships Lead)</b>
<b>Responsible for:</b>	<b>N/A</b>
<b>Location:</b>	<b>Leek and Buxton / Agile Working</b>
<b>Work flexibly between various locations:</b>	<b>Yes</b>
<b>Grade:</b>	<b>AG5</b>
<b>Salary range:</b>	<b>SCP 20-24</b>
<b>Car driver:</b>	<b>Yes</b>
<b>Essential/casual:</b>	<b>Casual</b>

---

#### JOB PURPOSE

- To support the development and delivery of the Council's Move More and Parks/Green Spaces Strategies, through an approach of positive community engagement, effective partnership working and local collaboration.

#### JOB DUTIES

- Support the Head of Service, Senior Strategy & Partnerships Lead and wider colleagues to ensure that proactive community engagement is at the heart of delivering key strategies and plans relating to movement, parks and greens spaces.
- Support the development and delivery of projects identified within both Council's Move More, Parks/Green Spaces Strategies and other related strategic documents, ensuring that positive community engagement is embedded within all projects as a core principle.
- To lead 'place-based' research, consultation and facilitate community conversations to understand local needs, barriers and ideas, and then help develop potential solutions which will support and encourage people to move more and engage positively with our parks and green spaces.
- Build effective relationships and partnerships within priority communities that will help progress initiatives that encourage people to increase movement and physical activity for health and wellbeing.

- Help to identify and support key members of the community to act as leaders and motivators in encouraging people to increase movement and parks/green space related initiatives.
- Support the development and delivery of site specific parks/ green spaces management plans and help promote the appropriate use of parks development funding, ensuring that positive community engagement and involvement is at the centre of the approach.
- Assist internal colleagues, external partners and stakeholders in developing plans and delivering projects in our parks and green spaces, which relate to climate change and biodiversity.
- To implement a learning and reflective practice approach throughout the development of initiatives and projects, and to develop narratives, case studies and stories to demonstrate impact and success of our work.
- To identify and apply for external funding which helps to progress initiatives and projects that relate to the priorities identified within the Move More and Parks/Green Spaces priorities.
- To complete relevant website updates and social media posts which promote opportunities available to local communities relating to our service priorities.
- Providing support with project and administrative tasks relating to Leisure and Parks, including the management of customer communications, requests for information, and close liaison with Commissioning and Procurement services.
- Support with the investigation, collation of information and resolution of customer enquiries, complaints and freedom of information requests where required.
- Carry out such other duties as associated which the Head of Service Commissioning or Senior Strategy & Partnerships Lead may require to ensure the efficient and effective running of the service.

## **CORPORATE RESPONSIBILITIES**

- Promote, both Councils' Equalities and Diversity Schemes ensuring that all discrimination is eliminated and referring any instances of perceived discrimination to the appropriate Executive Director.
- Promote a safe and healthy working environment including taking responsibility for the health and safety of all staff, elected members, service users and other members of the public, in line with the Councils' Health and Safety at Work Policy.
- Promote and support the delivery of the Councils Climate Change actions plans, the response to the Councils' declarations of a climate emergency and the delivery of the Councils' biodiversity duty.
- Support the Councils' commitment to good environmental management by ensuring the most environmentally friendly use of resources by reducing the amount of business travel by using teleconferencing facilities etc.
- Promote the principles of good customer care by taking responsibility, ensuring reliability and having respect for all those for whom the service is being provided, including colleagues and elected members.
- Work flexibly in support of colleagues and to undertake any other duties which may reasonably be requested commensurate with the grade for the post.
- Promote and comply with both Council's policies and guidelines on Information Governance and the Data Protection Act.
- Consistently exhibit the behaviours required under the Alliance GROW values and code of conduct.
- Be committed to safeguarding and promoting the welfare of children and young people and vulnerable adults.
- Carry out election duties as required.

## **JOB REQUIREMENTS**

Transport Requirements	Driving required for travel to Alliance locations
Working Patterns	Hours of work as agreed with the line manager. Some out of hours work may be required
Working Conditions	Agile working (with travel to Alliance office locations as required)
Resources Staff/Finance	N/A.
Physical	Working to planned priorities
DBS	No