Lea River Park Community Engagement Manager
Salary £28,000
3 year contract

Based in East London and delivering an education and engagement project in communities around the new Lea River Park in the Lower Lea Valley by:

- Strengthening the links and relationships between the local community, pupils and businesses with the River Lea and the Lea River Park
- Arranging and leading on community consultation and advising working with the park’s client team and design team in response to the communities’ local feedback needs and priorities
- Delivering environmental education for local schools
- Providing the local community, pupils and businesses with practical skills and opportunities to protect and maintain the waterways and the Lea River Park
- Hosting education and engagement visits and events for the local community, pupils and businesses

Thames21 is the leading environmental charity for London’s network of waterways. This dynamic and rapidly developing charity is looking for an enthusiastic and committed individual to operate the management of a new project in the Lower Lea Valley area.

Through this project, Thames21 aims to help build an informed generation of young people with opinions and roots in their area, and equip them to support the Lea River Park as it develops. The postholder will help to provide the immediate community with practical, sustainable opportunities to protect, value, benefit and improve their local waterway environments. The goal is to strengthen links between different communities living along and around the Lea River Park, as well as links between people within communities.

Applicants should have:
- A degree or equivalent qualification in a relevant subject
- Interest and knowledge of waterway and environmental issues
- Demonstrable experience of working with schools, children and young people
- Demonstrable experience of practical delivery of projects involving community consultation and participation
- Willing to undertake practical, outside work with volunteers in all weathers
- Experience of reporting project outputs & some project management
- Confident IT skills
- Excellent verbal communication skills
- Ability to rapidly assimilate and retain up-to-date knowledge of Thames21, its projects and programmes

To request an application pack e-mail: kathy.wilkinson@thames21.org.uk
Or call 020 7248 2916 or visit our website at www.thames21.org.uk

Closing date for completed application forms: Friday 28th November 2008
Interview date: 15th December 2008
Lea River Park Community Officer

Job Description

Salary: £28,000 per annum

Contract length: 3 years (subject to a 3 month probationary period and a CRB check)

Location: Based in the East London

Responsible to: Canal Programmes Manager

Responsible for: Co-ordinating elements of project delivered by other Thames21 staff

Purpose of the job

To work with local communities and businesses to deliver an education and engagement project which supports the Lea River Park as it develops, helps build an informed generation of young people with roots in their area and provides practical, sustainable opportunities for the community to value, benefit from, protect and improve the River Lea and its surrounding Park.

Main duties and responsibilities

- Work with schools and community groups in Lea River Park catchment area to encourage project participation
- Establish and support Lea River Park Community Steering Group, arranging and supporting a minimum of 4 meetings per year
- Set up a broad-based Friends of Lea River Park
- Liaise closely with London Thames Gateway Development Corporation on project progress and development and to keep up to date on the Park Design process
- Prepare and present quarterly update reports to the Lea River Park Steering Group identifying all milestones and achievements
- Advise the client team and design team in response to community consultation feedback and ensure that local needs and knowledge inform the design and development of the new Park
- Plan and organise River Adoption scheme for schools, groups and companies
- Encourage and develop project involvement of companies interested in building links in the area
- Build on and utilise environmental audit work of waterways and surrounding Lea River Park identifying adoptable River Reaches, potential for volunteer activity, risk assessments and physical condition.
- Organise environmental improvement and schools activities
- Work with schools to produce materials for a Schools Resource Pack and on the micro-site
- Work with Thames21 staff to encourage the use and ongoing development of a Park Community micro-site facilitating consultation and active participation in project activity
- Organise practical events for members of the public which provide opportunities to learn about and comment on Park development plans
- Organise tours of newly-developed areas of Lea River Park
- Organise an annual celebration in respect of the project
- Produce Case Studies illustrating project impact and benefits
- Co-ordinate project involvement and delivery carried out by other Thames21 staff
- Work with Thames21 Managers and Fundraising Officer to secure balance of funding required for the project.
Person Specification

It is essential that in your application you give evidence or examples of your proven experience in each of the following criteria including the competencies.

<table>
<thead>
<tr>
<th>Qualification, development &amp; knowledge</th>
<th>Essential</th>
<th>Desirable</th>
<th>Assessed by</th>
</tr>
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<tbody>
<tr>
<td>A degree or equivalent qualification in a relevant subject</td>
<td>✔</td>
<td></td>
<td>Application</td>
</tr>
<tr>
<td>Knowledge and experience of supervising, supporting and co-ordinating volunteers</td>
<td>✔</td>
<td></td>
<td>Application &amp; Interview</td>
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<tr>
<td>Familiarity with the Lower Lea Valley area</td>
<td>✔</td>
<td></td>
<td>Application</td>
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<tr>
<td>Knowledge and experience of working with schools, children and young people</td>
<td>✔</td>
<td></td>
<td>Application &amp; interview</td>
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<tr>
<td>Knowledge and experience of working with local authorities</td>
<td></td>
<td>✔</td>
<td>Application &amp; interview</td>
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<tr>
<td>A good knowledge of water and local environmental quality issues and their relation to environmental policy and sustainable development</td>
<td>✔</td>
<td></td>
<td>Application &amp; interview</td>
</tr>
<tr>
<td>Knowledge of the objectives of organisations involved in this sector, in particular the Environment Agency, water companies, local authorities, the private sector and a range of NGOs</td>
<td></td>
<td>✔</td>
<td>Application &amp; interview</td>
</tr>
</tbody>
</table>

| Experience of:                                                                                       |           |           |                           |
| Experience and understanding of community participation and equal opportunities issues and the ability to work effectively with a broad range of community groups | ✔         |           | Application & Interview   |
| Negotiating and implementing successful partnership activities                                        | ✔         |           | Application & Interview   |
| Effective community consultation                                                                    | ✔         |           | Application & Interview   |
| Working with a broad range of partners such as officers from statutory organisations, local government, the voluntary and private sectors |           | ✔         | Application & Interview   |

| Skills and competencies                                                                              |           |           |                           |
| Competence with MS Word & Excel and use of IT for communication and data analysis                    | ✔         |           | Application & Interview   |
| Able to drive a transit van in London confidently                                                    | ✔         |           | Application                |
| Ability to make formal presentations                                                                  | ✔         |           | Application & Interview   |
| Ability to produce clear written reports                                                              | ✔         |           | Application & Interview   |
| Ability to deal confidently with the press and media                                                  | ✔         |           | Application & Interview   |

RESOURCES AVAILABLE (VOLUNTEERS AND EQUIPMENT)
- Equipment for the events and its volunteers include gloves, boots, health and safety equipment, tools etc.
- Port of London Authority boats for assistance with clean-ups and river transport on the Thames, where necessary.
- Standard office equipment: PC, scanner, printer, telephone, fax, digital camera, mobile phone and photocopier.
- Use of transit van and hire cars as and when necessary.

ADDITIONAL INFORMATION
- The postholder must be willing to travel sensibly throughout London and occasionally throughout the UK over night, and hold a full, clean UK driving licence.
- The postholder must be willing to work in the evening and at weekends.
- The postholder must be physically fit and be confident around water.
- 25 days paid annual leave are available in addition to public holidays.
- Thames21 operate a flexitime system of working.

Closing date for completed application forms: Friday 28th November 2008
Interview date: Monday 15th December 2008

Applications should be sent by email to: kathy.wilkinson@thames21.org.uk
Or post to: Kathy Wilkinson, Administration and Personnel Manager, Thames21, Walbrook Wharf, 78-83 Upper Thames Street, London EC4R 3TD