

**Engagement Manager**

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| Job Description |

**Salary:**  £34 000. 35 hours per week

**21 hours - Restoring Enfield’s Rivers and Connecting Communities project**

**14 hours - supporting other key Thames21 education and engagement projects**

**Contract length:** Fixed term to March 2022

**Location:** LB Enfield, Thames21 offices and home working

**Responsible to:** Head of Engagement and Education

**THAMES21**

Thames21 is the leading environmental charity for London’s rivers. We connect people with rivers by putting healthy rivers at the heart of everyday life. We improve and restore rivers, educate and empower the community and campaign for positive change for the good of people and the environment.

This small, dynamic charity is looking for a key member of the team.

**THE PROGRAMMES**

The Green Recovery Challenge Fund is funded by Defra and is being delivered by The National Lottery Heritage Fund in partnership with Natural England and the Environment Agency.

The Green Recovery Challenge is funding Restoring Enfield’s Rivers and Connecting Communities programme. It is a partnership between Enfield Council and Thames21. We are delivering large scale ecological improvement in Enfield’s rivers through using Nature Based Solutions such as new woodlands (60ha of new woodland/100,000 trees), and wetlands (rural sustainable drainage systems). These woodlands and wetlands help to slow the flow and treat pollution to deliver healthier rivers in Enfield and the Lea Valley. Many of these works will be delivered in partnership with local communities through volunteering activities, monitoring and training to establish long term relationships and leaving a lasting legacy. The programme will explore how Enfield’s rivers and wetlands can improve the human health by trialling a nature prescribing programme.

The Education and Engagement Team also deliver a wide range of other education and environment projects that aim to teach school children about the environmental issues impacting river catchments and empower local people to make lasting improvement to their rivers.

## Your role

You will join Thames21 and work with project staff and senior managers to support and manage several key engagement and learning projects including the new Restoring Enfield’s Rivers and Connecting Communities project.

## Main duties and responsibilities

1. Coordinate project delivery with Thames21 managers, project teams and external partners to ensure projects are delivered to budget and on time, meeting project objectives and the requirements of funders, sponsors and project partners.
2. Supervise project staff and develop work plans to ensure staff are able to work successfully and effectively.
3. Work with the project team to identify key locations and activities that will support on-going health and wellbeing, volunteering and education activities.
4. Work with the Thames21 Training and Education Officers to ensure learning sessions meet the appropriate standards and leaners outcomes.
5. Delivery project activities where necessary to meet project outputs and outcomes
6. Build relationships with key project staff, partners and stakeholders including health, voluntary, social and education resources.
7. Attend relevant project meetings where necessary to maintain clear communication on project progress and development.
8. Work with the project team to ensure that Nature Prescribing activities are integrated into the wider project programme of volunteering and training to ensure participants can continue their involvement and develop their skills and confidence.
9. Work with the Nature Prescribing Officer to set up and maintain a safeguarding and evaluation system to record and monitor individual health outcomes.
10. Maintain clear records of progress, ensure all administration and statistical information is kept, and regularly upload information onto the Thames21 CRM database.
11. Identify and pursue appropriate funding opportunities for the sustainability and further development of the project in liaison with your line manager and the Fundraising Manager.
12. Co-ordinate project communications with the Thames21’s Communications Manager to engage volunteers from across the projects and help achieve their aims through targeted publicity, promotion and outreach that reflects appropriate brand, messages and campaigns
13. Attend Thames21 Team Meetings and liaise with Thames21 staff, including experience other projects through annual ‘project exchange’ days.
14. Ensure Health & Safety policies and procedures are implemented and developed further to meet changing requirements, in liaison with Thames21’s Health & Safety Group.

This job description cannot cover every issue or task that may arise within the post at various times and the post-holder will be expected to carry out other reasonable duties from time to time which are broadly consistent with other Thames21 activities and with those in this document.

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| 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.

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| **Qualifications & knowledge:** | **Essential** | **Desirable** | **Assessed by** |
| A degree or equivalent qualification in a relevant subject; or 3 years relevant experience |  | ✓ | Application |
| Understanding of the wider determinants of health, including social, economic and environmental factors and their impact on communities | ✓ |  | Application & interview |
| Project management skills and an ability to take a strategic and systematic approach | ✓ |  | Application & interview |
| The ability to motivate staff and volunteers and to secure the involvement of partners in all sectors | ✓ |  | Application & interview |
| Knowledge of managing and co-ordinating volunteers and understanding their needs. |  | ✓ | Application & Interview |
| A good knowledge of water and local environmental quality issues |  | ✓ | Application & Interview |
| **Experience of:** |  |  |  |
| Working in a multidisciplinary project environment | ✓ |  | Application & Interview |
| Working directly community development, adult health and social care, learning support or public health/health improvement |  | ✓ | Application & Interview |
| Organising and delivering successful environmental volunteering events. | ✓ |  | Application & Interview |
| Environmental education or informal learning projects |  | ✓ | Application & Interview |
| Community participation and knowledge of equal opportunities issues and the ability to work effectively with a broad range of community groups. | ✓ |  | Application & Interview |
| Tracking project costs in order to meet project budgets | ✓ |  | Application & Interview |
| Supporting and supervising project staff |  |  | Application & Interview |
| Experience of data collection and providing monitoring information to assess the impact of services | ✓ |  | Application & Interview |
| A good level of experience working in partnership with a range of organisations and sectors to achieve common goals. | ✓ |  | Application & interview |
| **Skills and competencies:** |  |  |  |
| Competence with MS Word & Excel and use of IT for communication and uploading data onto the Thames21 database | ✓ |  | Application & interview |
| Full UK driving licence or legally entitled to drive in the UK and be competent with drive a van safely in London. | ✓ |  | Application & interview |
| A natural leader, with diplomatic skills; able to hold the attention of a wide range of audiences. | ✓ |  | Application & interview |
| Ability to work independently and as part of a team. | ✓ |  | Application & Interview |
| Excellent communication skills, both verbal and written. | ✓ |  | Application & Interview |
| Ability to work some weekends and occasional evenings. | ✓ |  | Application & Interview |

## ADDITIONAL INFORMATION

* 25 days paid annual leave are available pro rata plus public holidays. In addition, the Thames21 office is closed between Christmas and New Year.
* Thames21 operate a flexitime system of working.
* Thames21 have an ‘Auto Enrol’ Work Place Pension Scheme with NEST
* Laptop & Mobile phone for company use
* Childcare voucher scheme is available
* The postholder must be willing to travel sensibly throughout London.

**Thames21 recognises the positive value of diversity and we welcome and encourage job applications from people of all backgrounds**

**We can only accept completed Thames21 application forms, available via our website; the form should contain how you meet the criteria set out in this advert and our Job Description. Completed application forms should be emailed to: Michael.Heath@thames21.org.uk** **We do not accept CV’s**

**Deadline for completed application forms: ………………….**

**Interviews will be held on: ……………………………**