**** 

**Roding Rises Engagement Officer**

|  |
| --- |
| Job Description  |

**Salary:**  Officer, Band C Level 1, £33,290- £35,289 per annum equivalent (depending on experience and skill level)

**Contract length:** 0.6FTE (3 days per week) for 3 years from January 2026

**Location:** Thames21 Head Office, Central London and at other Thames21 offices in

London, as required and throughout the River Roding Catchment.

**Responsible to:** Thames21 Engagement Programme Manager

**About Thames21**

Thames21 is an environmental charity that works across London and the Thames Basin to deliver high-impact, nature-based solutions to the climate and biodiversity crisis by restoring rivers, while also connecting communities to their local green-blue spaces and inspiring long-term stewardship of them.

**Purpose of the job**

We are seeking a skilled engagement officer to deliver an innovative programme of community-led river engagement activities in and surrounding the River Roding as part of a project funded by The National Lottery Heritage Fund, ‘The Roding Rises’. This role will engage with groups from the urban and rural reaches of the river Roding catchment to co-design activities that support the delivery of The Roding Rises activity plan and encourage participants along an engagement pathway from awareness to participation and independent action. This role offers the post holder the opportunity to make a difference in diverse areas of London, with varying challenges and a range of ambitions.

The key **skill** for this role is being able to connect with and bring people together. The project relies on creating strong networks of grassroots organisations, community leaders and representatives from the public and private sectors, including councillors and politicians.

The key **value** for this role is curiosity. Being interested in people, able to ask questions, listen, and encourage them to get involved in whatever way they are able, will help you succeed.

You’ll **thrive** in this role if you can identify the strengths and assets of communities and individuals and create opportunities for them to flourish. By working together with local people in diverse communities beside waterways, you will establish a new and positive ongoing relationship between Londoners and their blue spaces.

A **typical** day is likely to involve keeping on track with what’s happening across the Roding catchment, meeting with key partners, being alert to upcoming network meetings, or delivering community events or activities. You might be working from home, or out of our offices in Bow or Guildhall, or be out and about with a community group or local organisation, co-producing an engagement event.

You might be posting on social media or updating the web page. You may be working on strategic, long-term plans to share the learnings from the project. You’ll be thinking both big and small on any given day!

**Diversity**

We primarily serve a London community, and we would love our organisation to better reflect the diversity of this great city. We encourage applications from people of all backgrounds. Being a diverse and inclusive organisation is very important to us. We actively encourage applications from candidates of diverse cultures, perspectives and lived experiences. This role is primarily about community engagement. For that reason, while an interest in environmental issues is essential, experience of working in the environmental sector is not required.

## Main duties and responsibilities

1. Work with The Roding Rises Project Team, local community organisations and representatives to co-produce and deliver an inclusive and culturally relevant programme of 21 events and activities over the three-year life of the project as part of the River Connections programme of events within The Roding Rises activity plan.
2. Work with The Roding Rises Project Manager to oversee the successful delivery of the externally contracted River Testimonies and Roding Arts and Walking Festival and community co-development aspects of the Roding Masterplan.
3. Support community groups and partners with community-focused applications to the Roding grants scheme
4. In partnership with colleagues, conduct inclusive outreach activities that will engage a wide diversity of people with a range of backgrounds and life experiences, from both rural and urban areas in our core locations.
5. Build a catchment-wide community network, uploading details to Thames21’s CRM system in line with GDPR.
6. Collect and record qualitative and quantitative data on events and activities run, including written and verbal feedback from partners and participants, photos and numbers of attendees, keeping to GDPR requirements. Evaluate this information to develop the methods for engagement and inform future activities.
7. Carry out the administrative duties to run events, including conducting risk assessments and method statements, managing event registrations, liaising with local councils and community groups and maintaining and managing event equipment.
8. Work with the Thames21 Training Officer to establish a group of volunteers who are trained in Thames21’s modules to maintain and monitor local sites. Includes supporting existing volunteers and assisting with building their capacity so groups become autonomous.
9. Represent Thames21 and The Roding Rises at relevant local forums and proactively recruit volunteers through in-person engagement events.
10. Maintain clear records of progress, ensure all administration and statistical information is kept up to date,
11. Work with Thames21’s Communications Team to promote the project, celebrate its achievements and learnings; ensure key milestones are recognised, funders are acknowledged, and volunteer opportunities are publicised.
12. Attend Thames21 Team Meetings and liaise with other Thames21 staff.

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

|  |
| --- |
| Person Specification  |

It is essential that in your application, you give evidence or examples of your proven experience in each of the following criteria:

**Person Specification**

**Experience:**

* Significant experience working with a broad range of community groups, volunteers and private and public sector organisations.
* Experience of organising safe and successful events and activities with community groups and grassroots organisations from conception through to delivery and evaluation.

**Ability:**

* Excellent communication skills, using good listening skills, curiosity, empathy, and tact to build positive, trusted relationships with individuals, grassroots groups and community organisations.
* Ability to be resilient and manage a demanding workload with enthusiasm and self-motivation.
* Ability to work alongside residents to “work with”, not “do to”, following the principles of co-design or co-production of services.
* Current driving licence and willingness to drive a van to and from various sites across London, if required.

**Knowledge:**

* A strong interest in and knowledge of environmental issues
* Knowledge of community engagement methodologies to build social connections, confidence and local pride, particularly in environments.
* Knowledge of using monitoring and evaluation techniques and methods in practice.
* A knowledge of the River Roding catchment is desirable but not essential

**Ethos:**

* Commitment to and practical understanding of diversity, equity and inclusion in the workplace and when providing a service to the public.
* Commitment to the values of Thames21 as set out in our five-year plan

<https://www.thames21.org.uk/wp-content/uploads/2022/09/Thames21_5_Year_Plan.pdf>

## Additional Information

## The post holder must be willing to occasionally work in the evening and at weekends

## 25 days paid annual leave are available pro rata, plus public holidays

## Thames21 office is closed between Christmas and New Year, in addition to the annual leave

## Thames21 operate a flexitime system of working, with hybrid working optional too

## Thames21 have an ‘Auto Enrol’ Workplace Pension Scheme with NEST 8% employer contribution

## 24/7 access to our employee assistance programme

## Laptop & Mobile phone for company use

## Opportunity to join a recognised workplace union with IWGB

**How to apply**

If you wish to apply for this position, please submit a CV and a covering letter detailing how and why your skills and experience are suited to this role, and please email your application marked EO1025 to recruitment@thames21.org.uk

* Closing date is 16th November 2025
* Interviews to be held week commencing 24th November 2025 (subject to change).

We appreciate the time you took to apply for this role, and we understand that it can be disconcerting when you don’t hear back from a position you have applied for. However, due to the high number of applications we expect to receive, we are unable to respond to or provide feedback on individual applications. Nevertheless, we want to manage expectations. Therefore, if you do not hear from us within 4 weeks of the closing date, please assume that your application has not been successful on this occasion.

For more information on Thames21, please visit our website at [www.thames21.org.uk](http://www.thames21.org.uk)

Thames21, City of London Guildhall, London EC2V 2EJ.   Registered Charity no. 1103997