



Big Ideas Community Engagement Coordinator Job Description

Location: London

Freelancer: Fixed-term contract (1 September - 31 December 2018 - possibility of extension subject to funding).

Reporting to: Community Engagement Manager

Fee: £8,000 / 4 days per week for 4 months (Sept. - Dec. 2018)

Organisational summary

Big Ideas develops and delivers projects for public participation. They specialise in projects which bring groups together to create new experiences and relationships.

Throughout 2018, Big Ideas is running large-scale community participation projects across the UK.

Big Ideas is looking for a dynamic, organised and creative Community Engagement Coordinator to join the busy Engagement Team to support community engagement across these projects.

Purpose of the role

To support the day-to-day delivery of Big Ideas community engagement projects locally, nationally and internationally. Liaising with community groups for engagement, providing project administration, and senior management support.

Responsibilities

Community outreach and recruitment

- Undertake the day-to-day recruitment of community groups and community hubs
- Liaise with community groups and project participants. Answering calls and emails, dealing with enquiries and identifying new contacts
- Managing relationships with organisations and networks, offering project advice and guidance to develop community hubs across England
- Developing and leading workshops and face to face engagement activity, where required
- Distribute project materials to individuals and community networks
- Follow data protection and GDPR procedures correctly



Events support

- Engagement at face-to-face events, helping to deliver community recruitment and commemorative events by supporting the Events team where required (some weekend, evening and overnight work required)

Project administration

- Maintain project records on community groups and community network engagement
- Support the distribution of funding to community groups through project expenses schemes
- Support administration requirements for the Community Engagement Manager
- Upkeep and maintenance of databases

Monitoring and Evaluation

- Collate data on project participation to support project reporting
- Use the evaluation and reporting models required
- Report regularly to the Community Engagement team and the wider Big Ideas team when required

General Knowledge, Skills and Experience

- Ability to work effectively to a target
- Proven skills in coordination, project support and administration
- Excellent proven interpersonal, verbal and written communications skills
- Ability to engage with a wide range of community groups
- Ability to network and build collaborative partnerships
- Knowledge of Health and Safety issues and protocols
- Knowledge of Child Protection and Vulnerable Adult issues and protocols
- Knowledge of Data Protection issues and protocols
- Educated to degree standard or possess comparable relevant practical experience
- Experience of using appropriate technology, methods and equipment

Conditions of employment:

Freelance position - full time, fixed-term Sept. - Dec. 2018 (possibility of extension).

The role is office-based and delivered within usual office hours to effectively manage the projects. Some evening and weekend work is to be expected for occasional events, for which time off in lieu will be given.

Location: 465A Hornsey Road, London N19 4DR

Fixed fee of £8,000 / 4 months Sept -Dec 2018/ 4 days per week. Applications are also welcome from freelancers who may be unavailable at the start of September. Please indicate the date you would be available from within your application.

How to apply:

Please send a CV and covering letter (Max 2 sides of A4) detailing your suitability for the role to: contact@big-ideas.org. Please title your email: Freelance Community Engagement Coordinator Application.

Deadline for applications 9am (GMT) Tuesday 28 August 2018