

UKHarvest Job Description

Job Title:	Community Engagement and Events Manager
Responsible to:	Chief Operating Officer
Responsible for:	Community events, Volunteers
Location:	Based in Donnington, with requirements to work at events across West Sussex, East Sussex, Hampshire and London
Salary:	Depending upon experience

JOB BACKGROUND:

The Community Engagement and Events Manager is a key member of the UKHarvest structure within the UKHarvest South Regional team. Working across a diverse range of community events, with key responsibilities around volunteer recruitment and event management, the post holder line manages a range of multi-disciplinary community team members (volunteers).

Main Objectives:

As the community engagement lead, the post holder will:

- Manage the development and delivery of a wide range of events projects including behavioural change, environmental education, community capacity building, community fundraising and volunteer recruitment events. This will include co-ordination and delivery of UKHarvest's Pop Up Pantries in Chichester District.
- Ensure the delivery of high quality community engagement work that includes the provision of opportunities and support to local organisations and volunteers and enables local people to be involved in supporting the operations across the organisation.
- Identify and develop community fundraising and marketing opportunities for the organisation, with support from the COO, Communications and Partnerships Co-Ordinator, Education and Logistics staff.
- Ensure professional best practice and compliance with internal volunteers' policies and procedures, project management systems and procedures.
- Line manage volunteers.

Key Tasks & Responsibilities:

- Responsibility for the development and implementation of all events projects within the organisation, including managing resources, ensuring adequate volunteer capacity to deliver events, and providing and delivering successful models for community fundraising initiatives.
- Line manage all volunteers, identifying their needs and developing their skills; and support them, provide effective line management.
- Develop partnerships with the public, private, voluntary and community sectors, identifying and promoting collaborative opportunities and leading on the preparation of funding applications to deliver projects, in line with UKHarvest's needs.
- Contribute to the development of both the Event and Education Department's work and smooth running of their programmes by supplying volunteers to support UKHarvest's work.
- Active participation in monthly management team meetings.
- Oversee the internal relationships between volunteers and staff.
- Undertake project delivery and programme management as required.

- Ensure that project work (events and volunteering opportunities) is effectively monitored and evaluated, ensuring high quality communication (including verbal and written reports) to and between volunteers, partners, funders and stakeholders.
- Ensure effective publicity and marketing for events projects.
- Liaise with other practitioners across the sector to share best practice, ensure effective project delivery on cross-themed projects, replicate development opportunities and maximise volunteer skills.
- Liaise across the organisation to ensure all management and financial aspects of programmes are managed appropriately, according to the needs of the overall organisation and funding bodies, where necessary.

Other Responsibilities

- Undertake any other related responsibilities commensurate with the evolving objectives of the post and the evolution of the organisation, as may reasonably be requested by the COO and CEO.
- Work with due regard for UKHarvest's core values and objectives
- Ensure the effective implementation of and adherence to, UKHarvest's Diversity, Equal Opportunities and Health and Safety policies and procedures

Personal and Professional Development

- Participate in UKHarvest's Performance Management and Appraisal process, and agree short, medium- and long-term goals with your manager, for events, community fundraising, and volunteers.
- Identify learning and development needs of yourself and volunteers with your line manager and evaluate to demonstrate needs have been met.
- Share best practice and achievements, and actively seek opportunities to present outcomes and case studies.
- Contribute to the learning of others across the organisation by sharing knowledge and skills both informally and formally by participating in UKHarvest's management team meetings.

June 2021

Note to Applicant: When completing your application form, you should demonstrate /evidence the extent to which you have the necessary qualifications, experience, and competencies (knowledge and skills) identified as a requirement for the post.

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Job Factors	Criteria No	Person Specification Criteria	Ranking	Criteria to be tested by the following documents and/or activities					
			E = Essential D = Desirable	Application Form	Interview	Presentation	Practical Exercise Test	Work Simulation Test	Certificates or Qualifications
Education & Qualifications	1	Relevant degree, professional qualification and / or experience in one of the following fields or related disciplines – community engagement, events management or similar	E	✓					✓
Competencies	2	Ability to provide support, advice, direction and motivation for volunteers.	E	✓	✓		✓		
	3	Ability to develop and coach	E	✓	✓				

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		volunteers over multi-disciplinary areas.							
	4	Ability to think ahead, analyse opportunities, and propose solutions to challenges	E		✓	✓	✓		
	5	Ability to use MS office (Word, Excel) Internet and Email	E	✓		✓	✓		
	6	Ability to build and maintain productive working relationships with colleagues, external partners and	E	✓	✓	✓			

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		decision makers in public and private sector organisations.							
	7	Ability to identify, secure resources and manage the delivery of projects and evaluate their outputs and outcomes.	E	✓	✓				
	8	Ability to work with communities to build the skills and confidence of local people	E	✓	✓				
Competencies (continued)	9	Excellent interpersonal, written	E			✓			

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		and oral communication skills							
	10	Ability to deliver community fundraising initiatives.	E	✓	✓				
Additional Requirements	11	Understanding of the food waste environment.	E		✓				
	12	A willingness to be flexible in work patterns and to fulfil occasional evening and weekend duties	E		✓				
	13	Ability to demonstrate an understanding and	E		✓				

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		commitment to equal opportunities in practice.							
	14	Full clean driving licence.	D	✓					✓

Appointment to this role is subject to an enhanced records check through the Disclosure and Barring Service (DBS).

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