

## Job Description

<b>Job Title:</b>	Inspiring Communities- Stakeholder Engagement Officer: There are 2 posts available, which will operate as a job share
<b>Accountable to:</b>	Chief Executive Officer
<b>Responsible for:</b>	Development and management of Stakeholder involvement with GDP
<b>Salary:</b>	£14,000 per annum per job holder
<b>Hours:</b>	Each post will be for 19.5 hours per week. This will include some weekend working where required. We anticipate that the successful candidates will each work 3 days per week with 2 days being fixed and 1 being flexible.
<b>Term:</b>	Fixed term to January 2020 from start date including a 6-month probationary period.

### Overview:

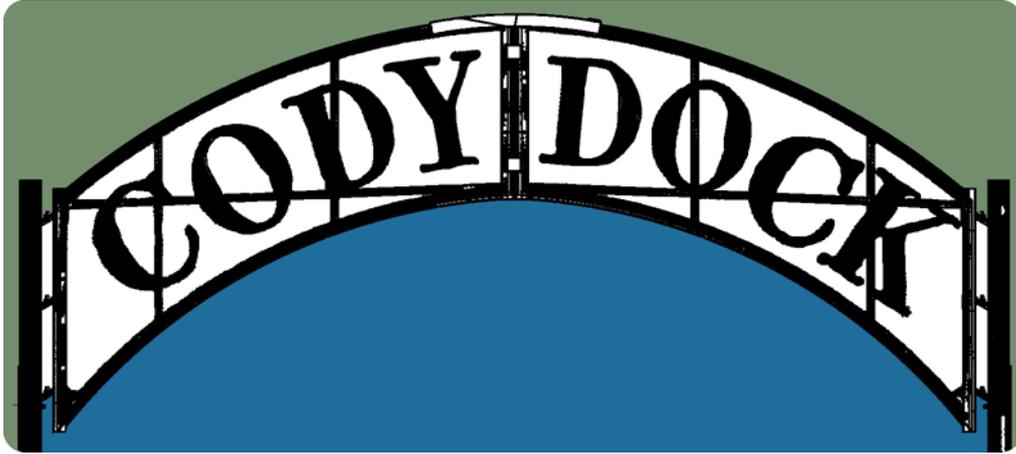
Gasworks Dock Partnership (**GDP**), a registered charity based in the East London Borough of Newham is leading the regeneration and development of Cody Dock into a Creative Industries and Community Quarter. GDP's vision is to rehabilitate Cody Dock and create new workspace, visitor facilities and public space, not only providing jobs and public facilities but also fostering civic pride by celebrating the area's waterways and rich industrial heritage through increased involvement with the arts and improved access to the River Lea and its diverse ecology.

It is an exciting time to join the team as we have recently received planning approval for our ambitious masterplan to drive the project forward

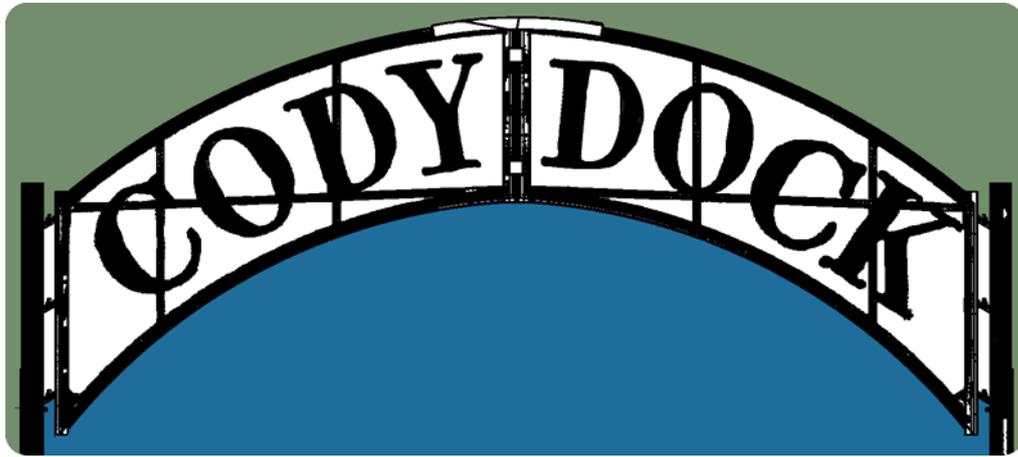
**Main Purpose:** In these roles, the successful candidates will develop and manage the interaction and growth of stakeholder involvement with GDP as agreed with the Chief Executive Officer.

### Key Tasks and Responsibilities:

- Line management, support and supervision of volunteers including matching volunteers with activities that are of interest and oversee personal development
- Outreach and work with community, corporate and local business partners as well as charity partners to ensure an inclusive volunteer recruitment programme targeting hard to reach groups.
- Support and management of the Project Administrators with social media relating to volunteer activities and promotion of events and activities relating to the project and its partners.
- Work with the Project Administrators to develop inclusive communications and assess any barriers concerning volunteer involvement.
- Development and distribution of a quarterly volunteer newsletter.
- Work alongside the external evaluator to effectively evaluate programmes.

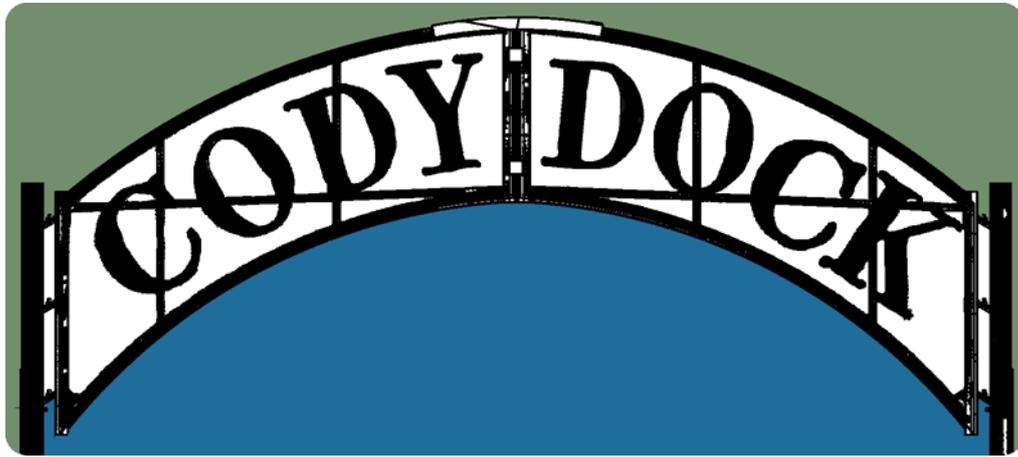


- Work with the Project Administrators to accurately record all data and monitoring information. Creation and generation of reports for board members, users and stakeholders.
- Work alongside the Project Manager to ensure all legal and statutory responsibilities of projects are met (e.g. first aid and DBS checks).
- Ability to understand and work within the policies and procedures of the organisation.
- Flexible approach - additional duties commensurate with the role may occur from time to time such as attending and assisting on events at the Dock as required.
- Support of the project team in design and delivery of events at the Dock. This will include 8 seasonal community events, a number of national events that GDP are involved in and other ad hoc events linked to activities at the site

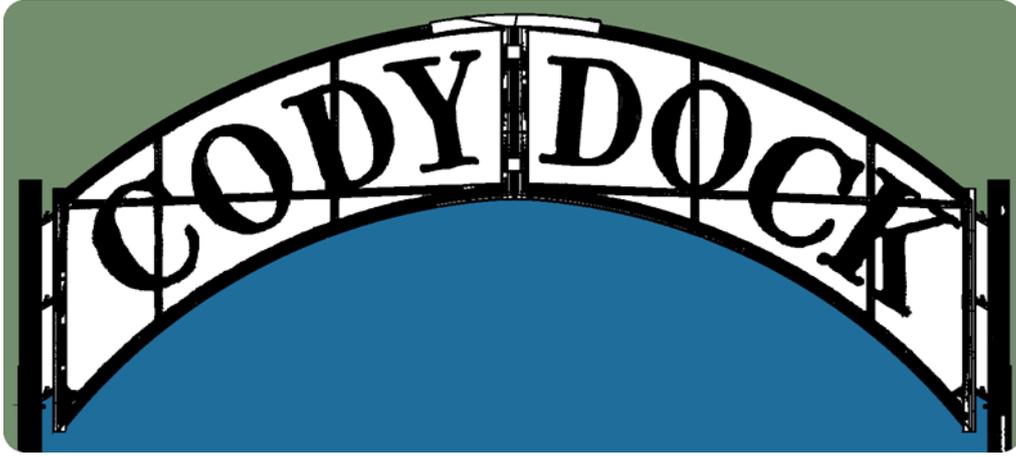


### Person Specification

	Essential	Desirable
<b>Qualifications and Knowledge</b>	Educated to degree level or with equivalent experience	Level 3 Safeguarding Level 3 Diploma in Health and Social care
<b>Experience</b>	<p>Experience in the voluntary sector, regeneration or community development. This should include working with local communities, corporate and charitable statutory organisations.</p> <p>Prior successful experience in engaging and managing volunteers on projects.</p> <p>A good team builder, able to delegate proactively.</p> <p>Strong on performance management with the ability to set and monitor boundaries decisively.</p> <p>Knowledge and understanding of current government and public policy with a demonstrable track record in key stakeholder management and project evaluation.</p> <p>Understanding and experience of field work or community consultation.</p> <p>Demonstrated knowledge and experience with current Health and Safety procedures.</p>	Interactive experience with social media, Twitter and Facebook.



<p><b>Skills</b></p>	<p>Strong organisational skills, able to prioritise and manage own workload and that of others. Fully IT literate and fluent with MS Office suite. Ability to deliver quality presentations suitable for a variety of different audiences. Excellent interpersonal skills, with an ability to build and maintain effective working relationships with partners, funders and other external agencies. Ability to support and motivate voluntary and community groups. Ability to understand and communicate effectively with a wide range of audiences, both verbally and in writing. Ability to influence the necessary contacts and networks and build solid relationships</p>	<p>Understanding of basic marketing principles.  Knowledge and application of CRM systems such as Salesforce</p>
<p><b>Personal Attributes</b></p>	<p>A creative, confident, warm and outgoing personality. Extremely well organised and thorough. Friendly and approachable manner, with the emotional intelligence to lead creatively and empower others to maximise their strengths. Willingness to get involved and assist project workers with events and volunteer activity. Ability to work within the boundaries of confidentiality A commitment to the vision, mission, aims and values of the organisation. A commitment to the principle of equal opportunities and experience of implementing equal opportunities strategies.</p>	



### **Additional Information**

These roles offer an exciting opportunity to join the GDP Team at a time of expansion and growth. The part time roles and supportive nature of the job shares may be of particular interest to candidates who are looking for an appointment which allows them to pursue other interests for part of their week. That said, these job roles will, at times, be demanding, so candidates must be prepared and able to manage the following:

- High levels of social engagement with stakeholders, visitors and members of the local community. At times, this will involve dealing with large volumes of people.
- Local travel within East London and occasional antisocial hours.
- Working both in the office and out on the coalface – mobility is key - as much as half of one’s time may be spent engaging with people around the two and a half acre Cody Dock site.

Applicants should be prepared to work occasional additional hours, in response to the needs of the organisation for which they will get time of in lieu.

As a small charity, GDP regrets that it is unable to provide staff with any payment beyond basic statutory sick pay (SSP) during periods of absence due to sickness and maternity/paternity cover.

All appointments are made on the basis of a 6-month probationary period and are subject to two satisfactory professional references and a DBS check.

### **GDP Values**

All employees are requested to uphold the values that underpin GDP’s philosophy:

- We recognise the importance of identifying and cherishing spaces that have the capacity to inspire people.
- We wish to enable sustainable communities to emerge and grow within these spaces.
- To uphold GDP’s vision – GDP defines ‘vision’ as the belief that unites a board, management and staff and directs decision making, prioritisation, policies and partnerships.
- To support our charitable objects as defined within our Memorandum and Articles of Association.

All applicants are required to email [info@gasworksdock.org.uk](mailto:info@gasworksdock.org.uk) and specify which post they are interested in and request an application form.

Completed applications should be returned to [info@gasworksdock.org.uk](mailto:info@gasworksdock.org.uk) by **9am on Friday 20<sup>th</sup> July 2018**. Interviews will be carried out on Wednesday 25<sup>th</sup> 2018 and Thursday 26<sup>th</sup> July 2018.

**Please do not send us your CV's.**