

Job Description

Community Organising & Engagement Officer

Hours of work: 35 hours per week (flexible in how worked)

Type of contract: Fixed Term, Until October 2026

Based at: Meadow Farm with travel to other sites as required. Hybrid working available.

Croner rank: 6

Job Purpose

This post is part of the Reconnecting Bernwood, Otmoor and Ray NHLF programme. Its purpose is to understand who key community partners are, engage and develop projects for the delivery phase.

Reporting Line

The post holder reports to the RBOR Programme Lead

Line Management

No line management responsibility.

Key Responsibilities

- Identify and build relationships with key communities who could work with and benefit from the project
- Coordinate & lead on community engagement/ consultation activities to assist R2 (Round 2) funding application drafting
- Collaborate with project partners to co-create opportunities and well-prepared community-based projects for the R2 application
- Contribute to the audience development plan and area action plan
- Liaise and collaborate with Head of Community Organising to maximise potential of development phase
- Any other duties as delegated by the Chief Executive.

Person Specification

- Ability to genuinely engage with and adapt to the needs of a diverse range of audiences including minority and underserved groups
- Ability to enthuse and empower wide ranging communities
- Persuasive and authentic in all forms of communication, whether presenting to groups or in written format
- Skills and ability to co-create community-based projects
- Competent in use of MS Office functions such as Word and Outlook and Excel

- Ability and willingness to demonstrate the BBOWT behaviours and values
- Current UK valid car driving licence

Measurements Of Success

- Enthusiastic and interested partners delivering projects
- Feedback from participants of community engagement activities
- Amount of supervision required to achieve the above

This post will be DBS checked at enhanced level. A criminal conviction will not necessarily be a bar to obtaining the position. BBOWT will not unfairly discriminate on the basis of criminal convictions. BBOWT's policy regarding this matter and the Disclosure and Barring Service Code of Practice are available on request.