



JOB DESCRIPTION – COMMUNITY ENGAGEMENT OFFICER

Job Title:	Community Engagement Officer
Reports to:	Occupational Therapist
Accountable to:	Occupational Therapist
Salary:	Salary on application dependant on qualifications and experience.
Location:	Flourish Enterprises is located primarily at Woodfield Park, Balby in Doncaster. The postholder will predominately be based at this location but occasional travel will be required at the reasonable discretion of the company.
Working Hours:	40 hours per week
Organisation Overview:	<p>Flourish is a Community Interest Company housed in a stunning listed building that provides inviting office space, conference and function hire, community events, an historic walled garden, shop and cafes all surrounded by lots of beautiful green spaces. We are a not-for-profit social enterprise meaning any surplus funds made are reinvested straight back into community led activity.</p> <p>Flourish exists to promote social mobility, wellbeing, opportunities and work with our partners to deliver a positive and lasting social impact. As part of our services, we provide work and vocational opportunities to people with mental health needs, learning disabilities and to those that have suffered any form of setback and who would benefit from support to get back in to work or education.</p>
Job Overview:	<p>Flourish Enterprises is looking to recruit an enthusiastic and ambitious individual to fill a new and exciting key position within our organisation.</p> <p>The role of Community Engagement Co-Ordinator is key to furthering our strategic aims and objectives as a force for social good and as a destination Wellbeing Hub.</p> <p>The postholder will enjoy a significant degree of autonomy and creativity to design and oversee a range of programmes and community focused activity that promotes accessibility, inclusivity, opportunities and togetherness, whilst offering direct operational support to the senior leadership team.</p> <p>The position of Community Engagement Co-ordinator will comprise of three key inter-linking strands – management of our volunteering network, delivering horticultural therapy and driving impactful Community Outreach, in a way that complements and enhances our existing work programmes across the wider organisation.</p>



	<div data-bbox="391 257 790 347"> <p>Promote physical activity, including; play, walking, cycling, and leisure activities</p> </div> <div data-bbox="798 257 1300 291"> <p>Support the Community Connector to promote physical activities.</p> </div> <div data-bbox="391 369 790 459"> <p>Encourage and enable people to eat healthily and to grow their own food</p> </div> <div data-bbox="798 369 1444 436"> <p>Promote Veg Cities Campaign; educate about food waste, run community growing and cooking classes, promote veg through marketing, social media, healthy eating campaigns, competitions, educational talks.</p> </div> <div data-bbox="391 481 790 571"> <p>Improve use of green spaces and help people connect with nature</p> </div> <div data-bbox="798 470 1396 537"> <p>Work with partner organisations to deliver a program of nature-based activities throughout the year, in line with green prescribing agenda. Establish a horticultural therapy program within Flourish.</p> </div> <div data-bbox="391 593 790 683"> <p>Provide opportunities for learning and employment</p> </div> <div data-bbox="798 571 1332 638"> <p>Support vocational rehabilitation services. Work with partners to engage local schools, youth groups and colleges. Explore accreditation as a Children's University.</p> </div> <div data-bbox="391 705 790 795"> <p>Bring people together and create a sense of community spirit</p> </div> <div data-bbox="798 683 1444 772"> <p>Work with partners and coordinate a program of engaging social, recreational, cultural and creative activities throughout the week. Work with the events manager to recognise national awareness days throughout the year.</p> </div>
<p>Role Specific Duties:</p>	<p>Volunteer Co-ordination</p> <ul style="list-style-type: none"> To coordinate the recruitment, management and training of our volunteers; To create a framework of volunteering projects and fundraising initiatives, including supported volunteering, youth volunteering and corporate volunteering opportunities; To engage hard to reach groups in volunteer activities; To work closely with Friends of Woodfield Park and coordinate with other recognised volunteering models (e.g. Men's Sheds, skills-share, time-banking); To work in partnership with youth projects such as Princes Trust and local council; To coordinate new and existing volunteering projects with the aim of enhancing the quality of experience for Doncaster residents and our own people; To deliver a positive and consistent experience for our existing volunteers that recognises the great work they do and in a way that encourages others to get involved. <p>Community Engagement</p> <ul style="list-style-type: none"> Coordinating the delivery of a regular, well planned program of garden events and activities, including delivery of workshops for all age groups teaching horticulture and gardening skills, out-door crafts, sport and leisure activities, creative, cultural and heritage activities, and social events throughout the year. Celebrate annual events such as The Big Lunch. To work closely with local community groups and partner organisations in the delivery of this programme; To support the Community Connector to develop a program of physical activities across the Balby area to get local people moving more; To develop and co-ordinate a program of therapeutic and nature-based activities, linking in with green prescribing services, that will increase engagement and participation both on the site and more widely across Doncaster, Rotherham and South Humber. To co-ordinate community growing projects To promote the Veg Cities campaign by delivering educational programs and community cooking classes, and promoting veg through campaigns, competitions, media and marketing. To engage with schools and youth groups to promote involvement in green activities and our other services at flourish, and provide practical learning opportunities Work with the Occupational Therapy team to establish and coordinate a horticultural therapy service, to be delivered internally as part of our rehabilitation program and for friends of Woodfield 24, and for external groups to increase our income streams;



- Working with the Occupational Therapist to promote inclusivity/accessibility of gardening e.g. dementia friendly guides, carry on gardening guides, sensory trust guides.
- Supporting widely recognised initiatives and accreditation schemes such as becoming an RHS accredited centre;
- To engage with under-represented and hard-to-reach communities, working with social prescribing and green prescribing teams.
- To be responsible for the management and supervision of junior staff delivering community activities.
- To be responsible for carrying out appropriate risk assessments and ensuring compliance with health and safety for all activities.
- To measure and report on performance indicators, out-comes and social impact.

General

- To establish and maintain positive working relationships with key stakeholders on the site;
- To establish and maintain positive working relationships with external stakeholders and working partners;
- To coordinate the short- and long-term provision and organisation of our resources to deliver best benefit;
- To assist any recruitment that has been agreed including writing adverts, assisting with the preparation of job descriptions and job specifications, participating in the interview process and making offers of appointment;
- To plan and prioritise own workload ensuring that all work is undertaken within the timeframe instructed;
- Liaise with RDaSH estates and Friends of Woodfield on developments and activities across the wider parkland;
- To contribute to reports and publications as directed by the senior leadership team;
- To maintain confidentiality at all times;
- To manage time-based projects as and when required;
- To represent Flourish Enterprises and the wider Woodfield Park site as a positive ambassador to ensure the work we do is recognised and is shown at its best at all times.
- To work across sites including Woodfield Park, Conisbrough allotments, Woodlands Café and mobile outreach

This job description may be reviewed from time to time and may be modified in consultation with the post holder.



Person Specification

FACTOR	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Qualifications	<p>Horticulture or similar/related qualification at Level 2</p> <p>Educated to GCSE level or equivalent</p> <p>Word Processing qualification or relevant experience in an Admin Role Capacity</p>	<p>NVQ Customer Care / Administration Level 2 or similar qualification</p> <p>Teaching/group-facilitation qualification</p> <p>Qualification in therapeutic horticulture, or willing to work towards</p>	Application Form Certificates
Relevant Experience	<p>Experience of working with Microsoft office package</p> <p>Previous clerical / typing experience</p> <p>Experience of session planning and group facilitation</p> <p>Experience of working and engaging with community groups</p>	Previous admin assistant experience	Application Form Interview
Specific and Skills	<p>Good oral/written communication skills</p> <p>Able to maintain discretion and confidentiality at all times.</p> <p>Excellent telephone manner</p>	Experience of working with databases and data entry	Interview
Personal Qualities	<p>Able to work to deadlines</p> <p>Non judgmental</p> <p>Methodical</p> <p>Able to work individually and as part of a team</p> <p>Ability to express empathy within an end-of-life service</p> <p>Ability to quickly become competent in using a new database system</p>		Application Form Interview References
Other	<p>As assessed by Occupational Health Assessment</p> <p>Disclosure and Barring Service report</p>	We particularly welcome applications from people lived-experience mental health or physical disabilities, and people from disadvantaged communities.	Occupational Health Screening and or Interview DBS clearance