

Essex Waterways Navigation Trust

Person Specification

Community Engagement Officer

Qualifications

Essential

Educated to GCSE level (or equivalent) including English and Maths.

Desirable

Professional qualification or training in community development, engagement, participation, or project management.

Experience

Desirable

Experience in community engagement in education, heritage, countryside, environmental or visitor attraction settings.

Experience working within local government, housing, health, education, or the voluntary sector.

Experience recruiting, supporting, or managing volunteers.

Experience delivering educational or workshop presentations

Knowledge

Essential

Knowledge of equality, diversity, inclusion, and accessibility principles.

Awareness of local community issues and challenges.

Understanding of safeguarding responsibilities and data protection requirements.

Knowledge of digital engagement tools and social media platforms.

Desirable

Knowledge of funding opportunities, grant programmes, and community development initiatives.

Understanding of evaluation and impact measurement techniques.

Skills and Abilities

Essential

Excellent verbal and written communication skills, able to engage diverse audiences and produce clear reports and promotional materials.

Ability to build effective partnerships and stakeholder relationships

Strong interpersonal and relationship-building skills with stakeholders at all levels.

Ability to engage effectively with underrepresented and seldom-heard communities and remove barriers to participation.

Strong organisational and project management skills, including planning events and managing multiple priorities.

Ability to work independently and collaboratively as part of a team.

Strong problem-solving skills and the ability to deal with sensitive situations tactfully and professionally.

Ability to collect, analyse, and present information clearly.

Proficiency in Microsoft 365 applications including Word, Excel, Outlook, and PowerPoint.

Ability and enthusiasm to work regularly outdoors

Personal Attributes

Essential

Enthusiastic, friendly, welcoming, approachable, and community-focused.

Empathetic and culturally aware.

Committed to equality, diversity, and inclusion.

Professional, reliable, and trustworthy.

Flexible and adaptable in response to changing priorities.

Passionate about supporting and empowering communities.

Other Requirements

Essential

Willingness to work occasional evenings and weekends to support community meetings and events.

Full UK driving licence and access to a vehicle.

Ability to travel within the local area as required.

Willingness to undertake an Enhanced DBS check where required.