

## JOB ROLE PROFILE AND PERSON SPECIFICATION

Post Title and Number: Community Engagement Officer

Present Grade: n/a

Dept: Strategic Property Services

Service/Section/Team: Strategic Property Development

Reports to (title): Principal Development Manager

*This is a 0.5 FTE position, fixed term for 18 months. There may be the opportunity for an extension, subject to a successful Delivery grant from the National Lottery Heritage Fund.*

### Purpose of the Role:

To lead on Community Engagement activities as part of the Development Phase of the “Unlocking Broomfield Park for the Community” heritage project. The postholder will be embedded in the project team, collectively responsible for developing a project to memorialise Broomfield House, conserve and enhance the historic Broomfield Park and deliver interpretation and outreach to different audiences to engages with the project and the heritage. The role of the Community Engagement officer will be to lead on the public-facing activities that will promote the project and its objectives to both Enfield residents and the widest possible audience, who visit and enjoy Broomfield Park.

The key outputs of the role will be to: (1) manage and oversee the production of an Activity Plan which will be submitted as part of the Round Two NLHF application and delivered alongside the park and building delivery project, (2) be responsible for coordinating and delivering the Community Pilot Activities during the Development Phase, (3) actively engage with communities and the public across different platforms and forum to inform, consult and involve them in the project (4) connect with new stakeholders; education, leisure and cultural partners; civic and heritage organisations and other groups to find partners for delivery of activities and to broaden the impact of the Activity Plan.

Carry out all duties ensuring compliance with all relevant legislation and Council policies and procedures.

### Dimensions including Structure Chart:

1. Annual budgetary amounts with which the role is either directly or indirectly concerned:

Budgets within the Activity Plan specified for specific projects.

2. Structure Chart:

See attached – *placeholder*

3. Number of direct reports:

None.

4. Nature of reporting relationship between post holder and line manager:

Reports directly to Principal Development Manager (Client Project Lead for Unlocking Broomfield Park for the Community). Is required to manage workload effectively and to meet outcomes with minimal direct management input.

5. Any other relevant statistics:

The 'Unlocking Broomfield Park for the Community Park' project has been made possible by a Development Grant from the National Lottery Heritage Fund project. Delivery of the project will be dependent on securing a second grant. The Activity Plan will form an essential part of that application.

**Key Accountabilities:**

Insert the most important and frequent accountabilities first.

(You are not restricted to eight accountabilities)

<b>Accountabilities</b>	<b>Anticipated level of time H = High M = Medium L = low</b>
1. Responsible for being familiar with the historical significance of Broomfield Park and Broomfield House	H
2. Ensure that all engagement activities respect and highlight the Park's historical and archaeological heritage	H
3. Actively engage with statutory and local stakeholders ensuring regular communication and collaboration.	H
4. Ensure that the voices of young people, especially those not typically heard, are actively included in the development of the project through co-curation opportunities	H
5. Ensure all pilot projects align with the project's vision and objectives, and work towards leaving a legacy of a more resilient park that is enjoyed by a diverse range of residents and supported by more volunteers.	H
6. Work with artists and consultants to deliver pilot projects. Oversee the community archaeology project and installation of murals on hoardings around Broomfield Park, working with colleagues to ensure all Council requirements are in place.	H
7. Support the promotion of pilot activities and consultation to maximise participation from all members of the community	M
8. Report to the Project Design Meetings, Broomfield Park Advisory Board and other relevant bodies on progress.	M

9. Encourage volunteering, work experience, placement opportunities and participation in all aspects of the project.	M
10. Work with the Activity Planner and Evaluation Consultant to collect baseline data, monitor participation and gather feedback to inform the project	M
11. Procure and manage the Activity Planner and supervise production of the Activity Plan for Unlocking Broomfield Park project	L
12. Support the Interpretation Designers by facilitating opportunities for consultation with all members of the community	L
13. Stay up to date with funders' requirements, and best practice in heritage engagement and volunteering.	L
14. Prepare authority reports and secure approvals for procurement, expenditure and decisions within workstream	L
15. Maintain records to ensure all data and information is accessible to Council Officers for the Delivery of the project.	L
16. Any other duties reasonably requested by management.	L
17. Carry out all accountabilities in compliance with Health and Safety, and the Council's Policies and Procedures.	L

#### Key Relationships (Internal and External):

##### Internal:

- Operational Property (Strategic Property Services)
- Museums, Arts & Culture (Cultural Service Department)
- Parks Service (Parks and Open Spaces)
- Heritage Team (Strategic Planning and Design)
- Members, Ward Councillors.

##### External:

- Friends of Broomfield Park
- Members of Broomfield House Trust
- Enfield Society
- Members of the public
- Local charities working with the public
- Local schools and uniform groups

#### Equality and Diversity:

The Council has a strong commitment to achieving equality in its service to the community and the employment of people and expects all employees to understand, comply with and promote its policies in their own work.

## Health and Safety:

The post holder shall ensure that the duties of the post are undertaken with due regard to the Council's Health and Safety Policy and to their personal responsibilities under the provisions of the Health and Safety at work Act 1974 and all other relevant subordinate legislation.

For a more detailed definition of these responsibilities, refer to the current versions of the Corporate Health & Safety Policy, Group Safety Policy and employee information leaflet entitled "Health & Safety Policy; Guidance on Staff Health & Safety Responsibilities".

### *Corporate Health and Safety Responsibilities*

All employees have personal responsibilities to take reasonable care for the health and safety of themselves and others. This means:

1. Understanding the hazards in the work they undertake;
2. Following safety rules and procedures;
3. Using work equipment, personal protective equipment, substances, and safety devices correctly; and
4. Working in accordance with the training provided and only undertaking tasks where appropriate training has been received.

Employees shall co-operate with the Council by allowing it to comply with its duties towards them. This requires employees to:

- take part in safety training and risk assessments and suggest ways of reducing risks; and
- take part in emergency evacuation exercises.

Employees shall report all accidents, 'near miss' incidents and work related ill health conditions to their manager/supervisor/team leader.

Employees shall read the Corporate Health & Safety – Organisation Part B Policy to ascertain and understand their responsibilities as an employee, line manager, Assistant Director, or Director of the Council.

## Information Security:

To protect the confidentiality, integrity, and availability of Council information, including information provided by customers, partner organisations, and other third parties, where applicable, employees will comply with the Council's Information Security Policy.

## Statement of Commitment to Safeguarding of Children and Vulnerable Adults through safer employment practice:

Enfield Council is committed to safeguarding and promoting the welfare of children and vulnerable adults. Safe recruitment of staff is central to this commitment, and the Council will ensure that its recruitment policies and practices are robust, and that selection procedures prevent unsuitable people from gaining access to children, young people, and vulnerable adults. All staff employed to work with or on behalf of children and young people in the Council must be competent.

All staff working with Children & Vulnerable Adults should be aware of and share the commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults when applying for posts at Enfield Council.

PERSON SPECIFICATION

**Job Title: Community Engagement Officer**  
**Grade: SO2**

**Department:** Strategic Property Services **Team:** Strategic Property Development

<p><b>KNOWLEDGE, SKILLS &amp; ABILITIES</b></p>	<p><b>HOW TESTED</b> Application – A Test – T Interview – I</p>
<p><b>Job Specifics – Skills, Experience, Knowledge, Behaviours</b></p> <p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>1. Demonstrated interest in and understanding of the historical and archaeological significance of heritage sites, especially parks and landscapes.</li> <li>2. Proven track record in community or stakeholder engagement within a heritage or cultural context. Demonstrated ability to effectively engage diverse age groups, especially young and older communities.</li> <li>3. Ability to effectively collaborate with a broad range of stakeholders, including young people, artists, and community organisations. Exhibits openness, honesty, and respect in all interactions.</li> <li>4. Experience in organising, managing, and delivering pilot projects and co-curated activities. Demonstrated ability to lead community consultations with diverse stakeholders.</li> <li>5. Familiarity with and application of best practices in community engagement and volunteer management. Demonstrated adaptability based on feedback and evolving project needs.</li> <li>6. Proven experience in collecting, analysing, and leveraging feedback or evaluation data to steer project direction and outcomes.</li> <li>7. Strong commitment to fostering positive, collaborative relationships with stakeholders. Demonstrated ability to work in a team-oriented environment and share knowledge.</li> <li>8. Strong organizational and planning skills with a keen attention to detail. Proactive problem-solving approach with the flexibility to adapt to changing circumstances.</li> </ol> <p><b>Desirable:</b></p> <ol style="list-style-type: none"> <li>1. Prior involvement or familiarity with projects supported by the National Lottery Heritage Fund, understanding their specific requirements and objectives.</li> <li>2. Knowledge of the local Enfield area and communities.</li> </ol>	<p><b>A/I</b></p> <p><b>A/I</b></p> <p><b>A/I</b></p> <p><b>A/I</b></p> <p><b>A/I</b></p> <p><b>A/I</b></p> <p><b>A/I</b></p> <p><b>A/I</b></p> <p><b>A/I</b></p> <p><b>A/I</b></p> <p><b>A/I</b></p> <p><b>A/I</b></p>

<p><b>Behaviours</b></p> <p>Appropriate behaviours are key to the delivery of our vision for Enfield.</p> <p>We want staff who will work collaboratively, flexibly, and constructively, and exhibit this ethos in all their dealings with residents, colleagues, and partners. Our leaders will be exemplars of the following behaviours and encourage them in staff at all levels;</p> <p><b>Takes Responsibility</b> We want staff who are willing to make decisions and be accountable for them. Staff should have a positive can-do attitude where they see problems as challenges which can be overcome. They should accept responsibility for service delivery, be clear about their service offer and deliver what they promise.</p> <p><b>Is Open, Honest and Respectful</b> We want staff who are comfortable and confident to acknowledge the difficulties and the barriers they face. They should also be able to constructively challenge the way things are done where there is evidence that it impedes service delivery. Challenge should be conducted in a professional, courteous manner with the aim of reaching a mutually agreeable resolution.</p> <p><b>Actively Listening and Learning</b> We want staff who are prepared to actively listen and reflect on customer concerns with a view to understanding the customer's point of view. Staff should be able to receive constructive criticism and be prepared to adapt the way they operate and deliver services where appropriate.</p> <p><b>Working Together to find solutions</b> We want staff who can work collaboratively with other departments and partners, freely sharing their knowledge and skills to identify solutions to address customer concerns.</p> <p><b>Candidates: Please ensure you address these behaviours in your responses to the essential and desirable (if applicable) criteria above.</b></p>	<p><b>A/I</b></p>
<p><b>Competencies:</b></p> <p><b>Candidates: Please ensure you address these competencies in your responses to the essential and desirable (if applicable) criteria above.</b></p> <p><b>Management information:</b> If applicable, please choose a maximum of 6 most important competencies for the role from either the <u>(Staff Competency Framework (up to SO2) or Leadership Competency</u></p>	<p><b>A/I</b></p>

<p><b>Framework (PO1&amp;above) and list here in ranked order. Candidates will be asked to address these when making their application.</b></p> <ol style="list-style-type: none"> <li>1. Customer focus</li> <li>2. Deliver service performance</li> <li>3. Political awareness and context</li> </ol>	
<p><b>Qualifications &amp; Professional registration criteria</b></p> <p><b>Candidates: Please ensure you address these qualifications in your responses to the essential criteria, you will be expected to meet these requirements of the role and they will be explored with you at interview.</b></p> <ol style="list-style-type: none"> <li>1. Educated to degree level</li> <li>2. Must have at least 3 years of community engagement experience</li> </ol>	<p><b>A</b> <b>A</b></p>
<p><b>Special requirements</b></p> <p><b>Candidates: Please note you will be expected to meet these requirements of the role and they will be explored with you at interview.</b></p> <p><b>None</b></p>	