

# Job Description – Communications + Engagement Team Manager (maternity leave)



<b>Responsible to</b>	Chief Executive
<b>Salary</b>	In the range £32,492 to £33,492 per annum + 6% contribution to pension scheme
<b>Hours of work</b>	37.5 hours per week on a flexible basis, including some evenings and occasional Saturday work*
<b>Place of work</b>	Greener Kirkcaldy office and community locations (once Covid guidance allows – until then, working from home)
<b>Contract</b>	Fixed term to 28 <sup>th</sup> February 2022, with possibility of extension
<b>Holiday</b>	33 days inclusive of public holidays, per annum
<b>Requirement</b>	The post-holder will be subject to a Disclosure Scotland check

## Job purpose

To take a lead role in delivering projects and services within Greener Kirkcaldy's programme of community work.

The Communications + Engagement team delivers a range of projects, coordinates Greener Kirkcaldy's communications, marketing and events, and takes part in local and regional networks. In 2021-22 your team will be delivering a major Fife-wide climate action partnership project, cycling behaviour change and climate change engagement projects and a Kirkcaldy events waste reduction project. You will also be involved in fundraising and the development of funding applications.

The team includes two Development Workers, a new Communications + Events Coordinator post and a Marketing and Communications Assistant. They also work with several volunteers.

## Specific responsibilities

- To lead a small team, providing line management, support and supervision
- To set and achieve targets and outcomes in agreement with the Chief Executive and staff team

- To manage the delivery of a number of projects
- To ensure project outputs and outcomes are delivered in a timely manner and that all budget and reporting requirements are met
- To co-ordinate project operations, delegating responsibilities where appropriate
- To manage project budgets, in accordance with Greener Kirkcaldy procedures
- To develop systems and procedures
- To coordinate monitoring and evaluation and write reports on progress
- To liaise with funders and other stakeholders ensuring they have all necessary information and creating and developing positive relationships
- To liaise with other teams and project partners to deliver joint projects and activities, communicating effectively and passing on necessary information
- To develop and write funding and award applications
- To lead your team to organise and deliver community events and climate change engagement activities
- To oversee all Greener Kirkcaldy marketing and communications
- To oversee the Greener Kirkcaldy events calendar, promotions and booking systems
- To oversee and develop Greener Kirkcaldy's donations and membership campaigns
- To ensure that materials and content are up to date and correct
- To oversee your team's recruitment, training and support of volunteers

### **General responsibilities**

- To work as part of the Greener Kirkcaldy team to promote and encourage understanding of environmental and community development issues in the local area
- To promote the values of Greener Kirkcaldy when working in the local community
- To provide excellent customer service
- To work and communicate effectively with other team members (staff, sessional workers and volunteers) to achieve goals
- To work constructively and effectively with project partners
- To report on the success of allocated tasks
- To comply fully with the organisation ethos, policies and procedures and relevant legislation
- To attend and contribute to team meetings, board meetings and training courses
- To provide a positive role model for the staff team
- To undertake other duties in line with the job purpose

\* Greener Kirkcaldy operates a 'time off in lieu' policy for any work outwith office hours.