



BudeClimate.org

**Community Engagement Officer  
Job Pack**

**Resilient Bude – Protecting Our Future**

Bude Climate Partnership is an alliance of environmental, community and democratic organisations working together to develop positive community-led climate-change responses throughout the wider Bude area.

The partnership has secured funding from the National Lottery Community Fund for a five-year programme from January 2023 to build climate resilience by reducing climate impacts and carbon emissions across the Bude area. It will galvanise residents, businesses, and visitors across all our communities to collaborate in adapting to climate change.

The **Resilient Bude** programme will deliver activities across a number of projects in the Bude Community Network Area, which comprises a town and 10 rural parishes in the most northern part of Cornwall:

- A Sustainable Tourism project
- A Shoreline Resilience project
- An Energy-Efficient Homes programme
- A Library of Things
- A Community Growing project
- A Community Storytelling project

Awareness of all the funded projects is an essential part of the role of the Engagement Officer. Their day-to-day responsibility will be to lead on the community engagement activities of all projects, focusing particularly on our Shoreline Engagement project in 2023–2024 and the Community Storytelling project thereafter. They will work in collaboration with all other Bude Climate Partnership staff and volunteers.

Bude Climate Partnership's employees are people who:

- are committed to taking positive climate action on behalf of their community
- are passionate about making a lasting difference
- have an approachable outlook and can communicate with people of all backgrounds
- are flexible and can take a collaborative approach to teamwork
- are imaginative and able to learn new skills



## Job Description

We are seeking to recruit a part-time (0.5 FTE) Community Engagement Officer. However, we will also consider applicants who want to combine this position with one of the part-time (0.5 FTE) Sustainable Tourism Project Assistant positions into a single full-time role.

Reporting to our Programme Director, you will work with our small, dedicated project team and our project partners on the following activities:

1. Work with our partners and Shared Future to engage Bude's community through a Citizens Jury to develop a strategy and plan for adapting to climate change impacts that threaten the future of its most precious physical, cultural and economic assets.
2. Work with local schools and young people's community groups to deliver a youth engagement programme as part of our Shoreline Engagement project.
3. Engage our community in participating in a Library of Things, a community growing project and our community storytelling project.
4. Take a lead in organising community events and festivals to publicise our work, share our learning and encourage climate and nature-positive behaviour change.
5. Engage and support the wider community and visitors as collaborators in the Sustainable Tourism Strategy.
6. Help to build a movement for behaviour change and bring about positive improvements in our community's resilience and carbon footprint.

To achieve these aims successfully, we are looking for candidates with the following personal attributes:

- Friendly, a team player with excellent interpersonal skills and initiative
- Evidence of strategic influencing, tenacity, a concern for impact, and rational persuasion attributes
- Adaptable and results orientated
- A confident, positive self-image with a track record in adaptability, innovativeness and ability to learn

### Essential qualifications, skills and experience

- A degree – or equivalent professional experience – in a subject or area relevant to community engagement, sustainability, environment, communications, or project and events management
- An understanding of the nuanced characteristics and concerns of communities in remote rural and coastal locations
- An understanding of climate change and its environmental, social and economic impacts, particularly on coastal tourism destinations
- Good verbal and written communication skills to convey a vision, sometimes involving technical information, to the community and visitors
- Confidence in speaking in professional settings, running events and workshops, and giving presentations to small groups
- Experience of managing budgets and associated reporting
- Ability to work well under pressure and manage time effectively
- Good IT skills, particularly in Microsoft Office and Slack

### **Desirable qualifications, skills and experience**

- Proven track record in understanding and delivering community or environmental or sustainability improvements
- Proven track record of working with communities to take positive climate action, such as reducing carbon, waste and water demands or other climate benefits
- A good understanding of the challenges for the transition to a low-carbon energy system
- Experience of working in a partnership organisation and of building strategic external partnerships
- An in-depth understanding of issues that communities face in remote rural areas, with particular reference to coastal areas
- Good skills and insight in building relationships with community organisations and using websites, social media and other resources to share information and messages

The Community Engagement Officer is an essential part of our small team, which includes our Programme Director, a Communications and Projects Officer, an Energy Efficiency Adviser, and up to three sustainable tourism project staff, all of whom are hybrid workers sharing an office in Bude Tourist Information Centre.

If you want to find out more about working with Bude Climate Partnership, please email [recruitment@budeclimate.org](mailto:recruitment@budeclimate.org) to arrange an informal chat.

### **The Important Details**

**Contract:** This is for a 0.5 part-time role as Community Engagement Officer at £28,000 per annum pro rata (i.e. £14,000 for 17.5 hours per week).

We will also accept applications for this role combined with one of the two part-time (17.5 hours per week) Sustainable Tourism Project Officer roles to create a full-time role (35 hours per week) at £28,000 per annum. Information on these roles, for which applications close on March 19, can be found at <https://www.budeclimate.org/sustainable-tourism-assistants>.

Within each role, we are open to flexible working arrangements with the right individual, whether that's flexitime or compressed hours, or some other agreed arrangement.

The post-holder will be employed by Bude Climate Partnership to work across its project, some of which are being delivered by its delivery partners or external suppliers. They will report in the first instance to BCP's Programme Director.

Potentially, evening or weekend working could be required.

**Duration:** The Resilient Bude project is funded for five years. Although we are committed to ensuring that the project has a lasting legacy, we cannot guarantee that any specific role will continue beyond December 31, 2027.

**Location:** Focused entirely on the Bude Community Network Area, this is a role that requires interaction with other staff. Consequently, the postholder will need to work regularly at our office at the Bude Tourism Information Centre, but they may also work flexibly at home for some of each week.

**Salary:** Gross salary of £28,000 FTE, which will be reviewed annually with an aim of increasing salaries in line with inflation.

For the avoidance of doubt, this means a gross salary of £14,000 for the part-time position (17.5 hours per week) or £28,000 for the full-time position (35 hours per week)

**Pension:** Workplace scheme with employer contribution of 3% of gross annual salary.

**Annual leave:** 25 days per annum plus bank holidays pro rata

**Start date:** As soon as possible

**Further details:** Please email [recruitment@budeclimate.org](mailto:recruitment@budeclimate.org) to arrange an informal chat about the role.

**Application process:** By post or by email. In both cases, please send your CV and a covering letter that describes your motivations and suitability for the role. Please take note of the person specification and our expectations for the role, as set out above, and explain in your application how you meet them.

Note: as part of the assessment process, we may share details of your application with project partners, unless you request otherwise.

***Please make clear on your application whether you are applying for a part-time or full-time role.***

**Post applications to:** Bude Climate Partnership, c/o Bude Tourist Information Centre, The Crescent, Bude EX23 8LE.

Please mark the back of the envelope with: 'Vacancy – Community Engagement Officer' and your name.

**Email applications to:** [recruitment@budeclimate.org](mailto:recruitment@budeclimate.org).

Please include in the subject line of your email: 'Vacancy – Community Engagement Officer' and your name.

**Closing date:** Please submit before midnight on 26 March 2023.

**Interviews:** Dates to be confirmed, but interviews will be held in the week beginning April 3. The most likely date is April 4.