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| Description: Description: cid:_com_android_email_attachmentprovider_1_4837_RAW@sec.galaxytab | **Job Description** | 2024 |
| **Role:** Head of Community Engagement & Participation | **Region / Department:** Public Engagement & Research |
| **Reports to:** Director of Public Engagement & Research | **Pay Band:** Grade 6 Lower, £52,366 - £57,920 pro-rata, per annum |
| **Location:** Hermiston Quay | **Type of Contract:** Full-time, Permanent |
| **COST CENTRE:** 2452 | **ACTIVITY CODE:** ORZ |

**JOB PURPOSE**

The Head of Community Engagement & Participation leads the strategic direction of community engagement and participation work across the Trust’s Heritage Properties portfolio, ensuring all activity is coordinated, meets best practice. We define *community engagement* as activity that allows us to identify and work with others for mutual benefit in the pursuit of our charitable objectives, and *participation* as activity that enables a larger and more diverse range of people to experience the benefits of heritage. The role will allow the trust to extract greater value from the ways that we work with local communities delivers tangible benefits for the Trust.

**KEY RESPONSIBILITIES AND ACCOUNTABILITIES**

1. **Strategy**. Lead the development of and oversee the implementation of strategies for community engagement and participation, helping the Trust to achieve its strategic objective to diversify audiences and ensure the wellbeing benefits of engagement with heritage are more widely realised.
2. **Leadership and advocacy**. Provide visible leadership and advocacy for the value of community engagement and participation within the Trust, working collaboratively with colleagues, and represent the function externally with funders and stakeholders.
3. **Management** **and support.** Coordinate and maintain oversight of all community engagement and participation activities across the Trust, ensuring projects and activities are delivered in line with strategic priorities and meet best practice for access, inclusion and evaluation of outcomes and impacts.
4. **Organisational capacity**. Maintain and develop organisational capacity for community engagement through training and development of colleagues, building communities of practice, producing resources, and addressing organisational blockers to the delivery of high-quality activities.
5. **Evaluation**. Develop and implement processes for the effective evaluation of community engagement and participation activities, ensuring these systems are aligned with KPI reporting on the NTS Corporate Strategy, and provide management information to drive performance improvements.
6. **Partnerships**. Develop strategic partnerships with peer organisations, governmental agencies, universities and the third sector to access funding opportunities and deliver innovative activity in community engagement and participation.
7. **Major projects**. Support the development and delivery of major projects by developing plans for community engagement and participation that align with project objectives and realise local opportunities.

**REQUIRED QUALIFICATIONS, SKILLS, EXPERIENCE & KNOWLEDGE**

**Qualifications**

Desirable

* Degree or postgraduate qualification in relevant area (e.g. heritage, community development).

**Experience**

Essential

* Significant experience of managing community engagement, participation, or inclusion programmes.
* Experience of leadership in complex organisational environments
* Experience of developing and implementing strategy
* Experience of partnership working
* Experience of line-management, leading teams and supporting the development of colleagues.
* Knowledge of methodologies for evaluation of participation and inclusion programmes.

Desirable

* Experience of working in the heritage, museums, or cultural sector.
* Experience of research and working with HEI sector.

**DIMENSIONS AND SCOPE OF JOB**

Scale

Required to work across the whole NTS heritage properties portfolio.

People Management

* Direct management of a team of up to 12, including project and fixed-term roles.
* Indirect coordination of a community of practice across the organisation of up to 60 colleagues.
* Requirement to work in close collaboration with colleagues in PE&R Directorate and especially Operational Managers and regional leadership teams in Heritage Properties, the Organisational Development team in the People Directorate.

Finance Management

* Revenue budget holder for team, largely salaries, travel, and funds for commissioning additional capacity through freelance and consultancy contracts.
* Project budget holder for relevant projects up to £1mn.

**Place in organisational structure:**

**The Purpose, Context, Key Responsibilities, and Person Specification reflect the requirements of the job at the time of issue. The Trust reserves the right to amend these with appropriate consultation and/or request the post-holder to undertake any activities that it believes to be reasonable within the broad scope of the job or his/her general abilities.**

**Applications**

Interested applicants should forward their Curriculum Vitae (CV) or an Application Form to the People Services Department (Applications) by email via workforus@nts.org.uk, by Sunday 24th March 2024

Please ensure your CV includes your full name and contact details, the CV file sent to us should be titled your first initial and surname. When submitting your CV please state the position and job location of the vacancy you are applying for in the subject title or body of your email: For example "Gardener - Culzean"