**Job Profile comprising Job Description and Person Specification**

**Job Description**

|  |  |
| --- | --- |
| **Job Title:** Partnership and Engagement Officer (Climate Change) | **Grade**: SO1/SO2 (Two years fixed term) |
| **Section:** Policy and Review | **Directorate:** Chief Executive’s Group |
| **Responsible to:**Partnership and Engagement Lead (Climate Change)  | **Responsible for following staff:**N/A |
| **Post Number/s:** | **Last review date:** August 2022 |

**Working for the Richmond/Wandsworth Shared Staffing Arrangement**

In July 2019 Richmond Council and Wandsworth Council declared Climate Emergencies, following this Wandsworth Council published its Environment and Sustainability Strategy in July 2019 and Richmond published its Climate Emergency Strategy in January 2020. Although both councils are committed to being net zero organisations by 2030 and to make both boroughs net zero by 2050 the individual strategies reflect the priorities for each borough and therefore contain actions and priorities which are unique to each. Both strategies are underpinned by ambitious action plans that involve services across all Directorates. These action plans cover the operations of both councils, the estates of both councils and the Shared Staffing Service workforce. Alongside these strategies and action plans each council has developed individual engagement and behaviour change programmes which look to involve residents, local groups, local businesses and partners in taking action to improve the environment and reduce carbon emissions.

The postholder will support the development and delivery of the engagement programmes which underpin the delivery of the two strategies and their supporting action plans.

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost. Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

**Job Purpose**

To co-ordinate engagement and partnership activity on climate change for Richmond and Wandsworth Councils.

To undertake project support, administrative and event co-ordination tasks.

To work with local people and partner organisations in Richmond and Wandsworth, as directed, to encourage involvement and engagement resulting in action to target climate change.

**Specific Duties and Responsibilities**

This role will support the delivery of the Climate Change Strategy and Action Plan in both boroughs, specifically on engagement and partnerships initiatives and projects.

The post holder will be expected to attend events outside of normal working hours and at weekends when required.

**Specific Duties and Responsibilities**

The key responsibilities for the post are listed below:

* To report into the Partnership & Engagement Lead for Climate Change and work closely with the Community Engagement Manager to build on existing systems that enable efficient co-ordination of input from strategic partners, community groups and wider resident bodies to support to deliver both borough’s Climate Change Strategy, Action Plan and associated activity.
* To help advise and encourage local organisations and residents to get involved in local and borough wide activities on the topic of climate change including apply for funding (e.g. Wandsworth Local Fund, Wandsworth Grants Fund, Richmond Local Area Fund, Richmond Civic Pride Fund, Richmond Community Fund) to organise their own activities.
* To work alongside the Communications Teams in both Richmond and Wandsworth, the Community Engagement Team and with the Policy Team to ensure that all information relating to climate change is received by local community groups, interest groups, voluntary sector and strategic partners. The role will work particularly closely with community-based groups, acting as a link point and an enabler so they can continue to take action on climate change.
* To co-ordinate and collate information on what communities and stakeholders are doing to support the climate change programme and reporting back to the Climate Change Programme Board.
* To organise and administer external facing meetings, seminars, workshops and similar events on the topic of climate change to engage residents and partners respectively, including booking venues, arranging speakers, issuing invitations, preparation and distribution of agendas and papers, minute-taking and follow-up action as agreed.
* To support and help administer in the same way as above but in events where climate change is not the main focus of engagement but there should be a climate change element. Working with colleagues to engage the topic into their agendas.
* To provide project support and administration to the Policy Team, Partnerships Team and Engagement Team in the development of new work areas relating to the climate change.
* To produce information in a simple, clear written or graphical format.
* To undertake basic analysis of information, examples of which could include good practice from other councils and organisations on how they involve communities and partner organisations on climate change
* Support the development of engagement materials such as PowerPoint presentations, leaflets and text for webpages on climate change tailored to a variety of audiences
* Under the direction of line manager, to represent Wandsworth Council and Richmond Council, building upon existing contacts and creating new contacts with external partners, community groups and interested individuals at an operational level.
* To be able to carry out regular tasks alongside reactive, urgent work and prioritise tasks under the guidance of the Partnership and Engagement Lead (Climate Change), responding flexibly to changing needs and priorities.
* To carry out any other duties that may be reasonably required.

**Generic Duties and Responsibilities**

* To contribute to the continuous improvement of the services of Richmond and Wandsworth Council.
* To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
* To adhere to security controls and requirements as mandated by the SSA’s policies, procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems.
* To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
* To understand Richmond and Wandsworth Council’s duties and responsibilities for safeguarding children, young people and adults as they apply to this role.
* The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

**Additional Information**

This post will require evening and weekend work for which the post holder can agree time off in lieu with their line manager.

This post will require a frequent physical presence in both Richmond and Wandsworth and cannot be worked entirely remotely.

This role will include needing to lone work outside of the office to meet with community groups and partnering agencies, support for lone working will be worked through with the officer.

**Team structure**



**Person Specification**

|  |  |
| --- | --- |
| **Job Title:** Partnerships and Engagement Officer (Climate Change) | **Grade**: SO1/SO2 (Two years fixed term) |
| **Section:** Policy and Review | **Directorate:** Chief Executive’s Group |
| **Responsible to following manager:**Partnership and Engagement Lead (Climate Change) | **Responsible for following staff:**None |
| **Post Number/s** | **Last review date:** August 2022 |

**Our Values and Behaviours[[1]](#footnote-2)**

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular:

**Being open.** This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.

**Being supportive.** This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.

**Being positive.** Being positive and helpful means we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a ‘can do’ attitude and are continuously looking for ways to help each other improve.

Support the delivery of engagement events, in conjunction with partners, for key stakeholders, including residents and helping to develop responses to queries from members of the public on sometimes contentious projects and programmes.

|  |  |
| --- | --- |
| **Person Specification Requirements** | **Assessed by** **A &**  **I/ T/ C (see below for explanation)** |
| **Experience**  |
|

|  |  |  |
| --- | --- | --- |
| Experience of supporting multiple projects at any given time |  |  |

 | A/I |
| Negotiating, influencing and building relationships with a range of stakeholders such as local organisations | A/I |
| Experience of providing administrative support including organising meetings, workshops and similar events (both online and in person) – including booking venues, issuing invitations, drafting and distributing agendas and papers, minute taking and follow-up actions. | A/I |
| Experience of supporting or delivering presentations, including developing presentation materials and deciding the best way of delivering the message.  | A/I |
| Deliver agreed outcomes to timescales | A/I |
| Understanding and experience of desk-based research, Microsoft Office programmes, editing web content and social media platforms.  | A/I |
| **Knowledge and skills** |
| An understanding of the climate change and sustainability agenda and what it means locally in Richmond and Wandsworth  | A/I |
| Knowledge of, and ability to use spreadsheets, databases, word processing and email. |  A/I |
| Ability to communicate effectively orally and in writing and work co-operatively with colleagues, members, outside agencies, community groups and the public |  A/I |
| Ability to make presentations to differing audiences, including in small groups and sometimes to formal events making use of tools such as Powerpoint | A/I |
| Ability to study and understand policy documents and to be able to share the detail of the policy in a form appropriate to the audience, this may include by making a presentation or in writing | T/I |
| Ability to organise own workload, prioritise work tasks to meet deadlines and respond flexibly to frequently changing needs and priorities  | A/I |
| Ability to work as part of a team  | A/I |
| Ability to demonstrate an understanding of the sensitive nature of a range of Council projects.  | A/I |
| Ability to prepare presentations, including using Powerpoint, and developing visuals for events. | A/I |
| To have a flexible approach to working across differing teams and to differing managers. | A/I |
| **Qualifications**  |
| None specific to this role | N/A |

**A – Application form**

**I – Interview**

**T – Test**

**C - Certificate**

1. [↑](#footnote-ref-2)