**Job Description**

|  |  |
| --- | --- |
| **Job Title:** Partnership and Engagement Lead - Climate Change | **Grade**: SSA PO3 |
| **Section:** Community and Partnerships, Stronger and Safer Communities | **Directorate:** Chief Executive’s Group |
| **Responsible to:**Partnership Manager (Strategic) | **Responsible for following staff:**1 |
| **Post Number/s:**1 | **Last review date:** February 2022 |

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

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.

The Shared Staffing Arrangement aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

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.

This post is in the Communities and Partnerships Department and can utilise the skills of this team to enable best practice in engagement and outreach. The tasks and work programme are determined through close work with the Policy and Review Manager, Policy and Programme Leads (Climate Change and Sustainability) in the Policy Department, and key contacts in service teams. The postholder will manage the development and delivery of partnership and engagement programmes and projects, directly achieving actions in the climate action plan or supporting wider actions set out in the climate action plans.

The Community and Partnerships service, within the Stronger and Safer Communities department, within the corporate centre and enables all Council departments to ensure our communities come first. Creating, building, and sustaining good working relationships with residents, strategic partners and a range of local stakeholders including the voluntary sector is one of the ways in which the service area helps Richmond and Wandsworth Councils to achieve their aims.

The service area is responsible for:

* community engagement to listen effectively, engage and consult local people.
* relationships with strategic stakeholders, bringing them closer to facilitate worthwhile opportunities to work together.

**Job Purpose**

To lead engagement and partnership activity on climate change for Richmond and Wandsworth Councils.

To lead on projects, administration, and event co-ordination tasks.

To lead work with local people and partner organisations in Richmond and Wandsworth, to encourage involvement and engagement resulting in action to target climate change and manage a Partnership and Engagement Officer (Climate Change) role. To develop and deliver engagement related actions in RCES and WESS Action Plans.

**Specific Duties and Responsibilities**

This role will lead the delivery of the Climate Change Strategy and Action Plan 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.

The key responsibilities for the post are listed below:

* Responsible for the development and delivery of the strategy and co-ordination of stakeholder engagement, communications and marketing activity relating to climate change in both Richmond and Wandsworth, including co-ordinating the preparation and delivery of this activity, extending the reach of the team’s work across the organisation and to external stakeholders.

**Developing climate change engagement strategy**

* Collaborate with community groups and other key partners in Richmond to co-design a programme of outreach on climate change.
* To develop and deliver an engagement strategy for climate change outreach across both boroughs. Working closely with the Community & Partnerships and Policy teams to create a programme of best practise. Focussing on interventions that raise awareness of climate change amongst residents, businesses, community groups and public sector partners.
* To lead the development and delivery of effective monitoring of the activity, outcomes and achievements of the team and its engagement and involvement activity.

**Delivering climate change engagement**

* To lead on the delivery of innovative engagement activity related to climate change.
* Lead and organise large-scale high-profile events relating to climate change. For example, the Wandsworth Climate Summit and the Wandsworth Together on Climate Change Festival. This involves:
	+ Creating a detailed project plan of the events and make sure everything is accounted for and kept up to date. Lead working group for the events involving key stakeholders and keep track of actions
	+ Designing a full schedule of events and making sure that all preparations are made to ensure the events run smoothly e.g., Wandsworth Together on Climate Change Festival 2021 consisted of 34 events during the weeklong period
	+ Ensuring that appropriate venues are sourced and working with events teams to make sure everything is prepared
	+ Setting up online events, ensuring practise sessions are carried out with all presenters in advance of the event, and preparing for any tech requirements
	+ Liaising with community groups to host their own events and making sure they have all the support that they need to host the event – meeting with them frequently before the events take place
	+ Working with departments across the two Councils to help determine their climate change engagement strategy and often working with them to host and evaluate events or to lead the events for the department
	+ Managing the Partnership Engagement Officer (Climate Change) and other administration support to ensure event registration systems are in place and that the Communications teams are briefed and furnished with everything that they need to promote the events
	+ Managing the Partnership Engagement Officer (Climate Change) and other administration support to create materials needed to support events e.g. presentations, interactive activities, informational leaflets etc.
	+ Involving Members throughout the process and ensuring they are fully briefed
	+ Representing the Councils by attending events, engaging with residents, and sharing information on climate change where appropriate
* Creating an evaluation system for the events and analysing feedback for an evaluation
To lead and arrange administration of 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 co-ordinate the support and help manage administration when bringing a climate change focus to other events. Working with colleagues to engage the topic into their agendas.
* Lead on building relationships with existing contacts and creating new contacts with external partners, community groups and interested individuals at an operational level. Connecting with senior stakeholders in external organisations when appropriate e.g. involving them in climate change related events.
* To 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) to organise their own activities.

**Line management**

* To line manage at least one Partnership and Engagement Officer (Climate Change) who will deliver engagement activities in Richmond and Wandsworth.
* To lead on engagement projects around climate change which regularly includes matrix managing staff from across the SSA and partner organisations to achieve shared goals.
* To undertake line management responsibilities, ensuring climate change related engagement projects are tailored to the appropriate audience and delivered to a high standard. Ensuring regular one to one supervision is undertaken, work and learning / development objectives are set, performance and targets are monitored, and appraisals undertaken.
* To engage with the Business Support and administration elements across the Stronger and Safer Communities department, bringing in and directing administrative support to climate focused tasks as required.

**Member engagement**

* Work closely with Members in both boroughs to advise and update on engagement plans and report on activity. Including meeting with them on engagement, delivering briefings and ensuring that they are sufficiently briefed for all events they attend.
Liaising with Members on outreach projects related to Climate Change, including involving Members in events.

**Schools’ engagement**

* Working closely with the Climate Change Policy Team to lead and co-ordinate engagement with local schools. Including facilitating a school’s working group, generating climate change related resources for schools, and creating links between schools and external climate change focused organisations.

**Communications**

* To promote and communicate commitments in the climate change newsletter and help ensure the communications are updated with ongoing community activity.
* To work closely with the Communications teams to identify and continue to develop new opportunities and approaches for using social media to support resident engagement around climate change. Work closely with officers in Communications, 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.
* To produce information in a simple, clear written or graphical format.
* Lead on the development of engagement materials such as PowerPoint presentations, leaflets, and text for webpages on climate change tailored to a variety of audiences.

**Cross Council working**

* Work closely with other Council departments to co-ordinate climate change related outreach activity. For example, Waste Management Team, Housing, Children’s Services, Achieving for Children, Planning, EDO etc.
* To co-ordinate a programme of engaging with local businesses, including creating events in partnership with EDO.

**Strategic Partner Engagement**

* To set up systems that enable efficient co-ordination of input from strategic partners, community groups and wider resident bodies to support to deliver the borough’s Climate Change Strategy, Action Plan and associated activity.
* To work with representatives from partner organisations to:
	+ Develop the community engagement agenda in the borough in relation to climate change
	+ Ensure there is joined up working and prevent duplication of activities

**Representing the Council**

* Representing the Council at external meetings such as the Wandsworth Environment Forum and presenting at national events to showcase the work of the council in relation to climate change engagement.

**Other**
* To provide project support to the Policy Team, Partnerships Team and Engagement Team in the development of new work areas relating to the climate change.
* 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.
* To be able to carry out regular tasks alongside reactive, urgent work and prioritise tasks, 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 Wandsworth Council and Richmond 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 Wandsworth and Richmond Councils’ 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 occasional but necessary evening and weekend work. This post is based in both Town Hall, Wandsworth and Civic Offices, Twickenham.

This post will require work across more than one team (including Strategic Partnerships, Community Engagement, Communications and Policy).

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**

The Communities and Partnership team, within Stronger and Safer Communities, Chief Executive’s Group.

Cont./

**Person Specification**

Leading the development of the strategy and delivery of engagement activities, in conjunction with partners, for key stakeholders, including residents and leading on developing responses to queries from members of the public on sometimes contentious projects and programmes. Managing the Partnership and Engagement Officer (Climate Change).

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

|  |  |
| --- | --- |
| Experience of leading on project development and implementation |  |

 | A/I |
| Experience of leading on multiple high-profile projects at any given time | A/I |
| Experience of line management and matrix management to deliver high quality results  | A/I |
| Experience of leading on and developing innovative engagement strategies | A/I |
| Leading design and delivery of large-scale events  | A/I |
| Working closely with senior stakeholders, including Members | A/I |
| Experience of setting up new systems for partnership working | A/I |
| Representing an organisation at a national level  | A/I |
| Negotiating, influencing, and building relationships with a range of stakeholders such as local organisations | A/I |
| Experience of co-ordinating administrative support including overseeing the organisation of meetings, workshops and similar events – including booking venues, issuing invitations, drafting and distributing agendas and papers, minute taking and follow-up actions. | A/I |
| Experience of monitoring projects and evaluating their outcomes, taking and acting on learnings developed and being able to present the same to senior managers. | 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 Wandsworth | A/I |
| Ability to effectively manage a small team of direct reports, including setting goals and to ensure team targets are met.  | A/I |
| Knowledge of, and ability to use spreadsheets, databases, word processing and email. |  A/I |
| Ability to matrix manage people across organisations and across the Council to effectively execute climate change engagement.  | 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**