

Job Description: Community Engagement Officer

Position Title: Community Engagement Officer

Department: Project

Reports To: Project Manager

Location: Runcorn, Cheshire (onsite and home base)

Employment Type: 163 days until 31.03.2026, (Flexible according to project requirements). With possible extension.

Salary Range: £140 to £160 per day, (dependant on qualifications/experience)

Organisation Overview:

RLRS (Runcorn Locks Restoration Society) is a Charitable Incorporated Organisation (CIO) dedicated to reestablishing the link between the Bridgewater Canal and the Manchester Ship Canal. A major focus is restoring pride of place in the Old Town Area of Runcorn, providing a place of wellbeing and opportunity for the local community. As we progress, we seek an experienced, knowledgeable, passionate, and dynamic Community Engagement Officer to join our team and foster strong connections with our communities.

Position Summary:

The Community Engagement Officer will be responsible for developing and implementing strategies to engage with the local community (including Developing RLRS Volunteering offer and events programme), build partnerships, and enhance RLRS's presence (both physical and online) and reputation.

This role requires a proactive individual with excellent communication skills, a deep understanding of community dynamics, and a passion for making a positive impact.

Key Responsibilities:

1. Community Partnership

- Identify and build relationships with key community stakeholders, including local businesses, non-profits, government agencies, and residents to further RLRS's objectives inc sponsorships, donation opportunities etc.
- Collaborate with partners to create and promote community initiatives and events that align with RLRS's mission values and goals.

2. Communication:

- Work closely with colleagues to ensure consistent messaging and alignment with RLRS objectives.
 - Develop and distribute engaging content across various platforms to inform and engage the community.
 - Prepare and deliver presentations eg to community groups, volunteers and stakeholders.
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- Monitor, evaluate maintaining statistical information on the effectiveness of community initiatives and events to enable reporting to Trustees, Funders etc.

3. Volunteer Coordination:

- Develop and manage RLRSs volunteering programme including policies and procedures, on-line application process, training etc.
- Serve as the primary point of contact for volunteering enquiries.

Person specification

- Degree-level intellect or substantial experience in a relevant field.
- Experience in the development of structures for volunteering and managing volunteers.
- Substantial experience in events development and community engagement, public relations, or a similar role.
- Excellent verbal and written communication skills including social media and other engagement communication tools.
- Able to monitor, assess and evaluate projects in progress, including producing reports and maintaining statistical information as required.
- Ability to work independently and as part of a team.

Preferred education/knowledge:

- Qualification in or experience of Event management
- Experience of volunteer recruitment and retention
- Experience of /sourcing training for volunteers and others
- Understand of managing a Social Media presence

Benefits:

- Competitive salary.
- Flexible work environment.
- Supportive and collaborative team culture.

Location: This position is home based and on site in Runcorn, Cheshire. Candidates must be able to travel within the community as required.

How to Apply:

Interested candidates should submit their resume and cover letter to chair@unlockruncorn.org by noon on 24.12.24.

Interviews are currently planned for week commencing 6th Jan

Please include "Community Engagement Officer Application " in the subject line.

RLRS is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees