



# Job Description

## Head of Engagement (maternity leave)

<b>Reports to</b>	CEO
<b>Responsible for</b>	Leadership of the Working with Communities Team and driving how we influence, engage and empower people and communities to value and protect rivers in the South East.
<b>Location</b>	Hybrid work at home and in the office based in Leatherhead with travel across the South East, particularly South London, Surrey and Kent.

### About us

The South East Rivers Trust is an environmental charity bringing rivers and their catchments back to life. Working in 12 river catchments across the South East, the Trust connects communities and mobilises citizen scientists to educate and engage people on the importance of rivers, and supports and challenges stakeholders, businesses and individuals to protect them. The Trust uses data and evidence to target positive action and works with nature to make rivers healthy again. This includes tackling water pollution, addressing water scarcity, reconnecting rivers and restoring habitats. [www.southeastriverstrust.org](http://www.southeastriverstrust.org).

Working at the South East Rivers Trust is challenging, rewarding, fulfilling and busy; we work collaboratively and with passion, and this is reflected in our core values of: delivering high quality work, using expertise and scientific understanding, building good and effective relationships and bringing positive energy to all we do. If this sounds like an environment that you would thrive in, we would love to hear from you.

### The Team

To empower communities to protect rivers, SERT aims to connect a diverse range of communities to their local rivers and their importance to the health of people, nature and the planet. We do this through inspirational education and engagement opportunities for everyone to actively make a positive difference including practical volunteering, citizen science, school programmes and educational outreach events. These grow advocacy for rivers and strengthen the future protection of rivers through behaviour change and the influence of an informed and inspired electorate.

### The role

We are seeking an experienced community engagement professional with a demonstrable track record of team leadership, inspiring education and engagement outcomes and successful grant fundraising.

**The Head of Engagement will provide maternity cover for approximately 13 months and work as part of the Senior Leadership Team at SERT to drive how we influence, engage and empower people and communities to value and protect rivers in the South East.**

You will bring passion for our cause and demonstrable experience in delivering inspiring outcomes from education and engagement projects and programmes. You will drive the further development of our Engagement Strategy with innovation and creativity, securing external funding to deliver against the Trust's strategy and ambition.

## **Key duties & responsibilities**

### **Leadership, Management and Culture**

1. Provide clear, values-based organisational leadership as a key member of the Senior Management Team and a trusted advisor to the CEO. Model our leadership values and behaviours at all times.
2. Direct line management of the Working with Communities Team (4), providing structured support including individual and team KPIs, team meetings, regular 121s and facilitating continued professional and personal development across the team.
3. Lead and manage safely with understanding of all health and safety policy, procedure, practice and guidelines across the Trust, with particular oversight on the policies around working with schools and communities.
4. Ensure that an environment is created for all teams where people are able to bring their best to the Trust.
5. Maintain good internal and external partnerships and relationships.
6. Represent Senior Leadership on the Trust's Equity, Diversity and Inclusion Group.

### **Inspiring Education and Engagement**

1. Lead the development and delivery of the Trust's Volunteering, Outreach and Education Strategy ensuring that it is integrated with the Trust's overall strategy and five year plan, as well as key national policies and arising opportunities.
2. Develop new and innovative education and engagement projects and programmes to deliver the Trust's strategy, integrating with the other teams at SERT. This will include stand-alone projects but also the inclusion of engagement in our wider work such as river restoration, community consultation and citizen science.
3. Ensure an engaging and targeted programme of community, corporate and local volunteering opportunities is delivered through the Trust's portfolio of projects.
4. Ensure all programmes and projects are delivered on time, to budget, evaluated and reported on appropriately.
5. Be responsible for identifying and securing funding to finance the WWC Team from a variety of sources including grants and corporate sponsorships.

### **Marketing, Communications and Community Fundraising**

1. Support development of a high quality communications function which covers and prioritises both internal and external communications, PR, marketing and design.
2. Lead the Digital Marketing and Fundraising Senior Officer in the development of a Digital Strategy to amplify and support SERT's presence through increased brand profile and audience growth.
3. Lead the Digital Marketing and Fundraising Senior Officer in the development of a Fundraising Strategy to generate community donations to support the Trust.

## Person specification

Please keep this list of competencies in mind, together with the Trust's core values when completing your application. Knowledge, experience, skills and aptitudes will be assessed through the application process and at interview.

Requirements	Essential	Desirable
<b>Training &amp; Experience</b>		
Experience of team leadership, coaching and mentoring people to achieve their best.	X	
Relevant management experience of education and engagement programmes such as working with schools, volunteering, community outreach and event management.	X	
Experience of overseeing the communications function of an organisation.	X	
Good communicator, able to identify, distil and convey key messages in a compelling and clear manner.	X	
Strong interpersonal and influencing skills, with the ability to form positive relationships with colleagues and senior stakeholders.	X	
Track record of successful grant income from trusts and foundations.	X	
Understanding of project and programme management.	X	
Strong passion for inspiring people to connect with and value nature.	X	
Excellent organisational and time management skills.	X	
<b>Knowledge &amp; Understanding</b>		
Experience within the leadership team of a charity.		X
Experience of community fundraising.		X
An awareness of safeguarding in the context of volunteering.		X
Knowledge of the rivers in the South East and the pressures they are facing.		X
Experience of working with culturally and socially diverse audiences.		X
<b>Miscellaneous</b>		
Commitment to equality of opportunity.	X	
Current driving licence and vehicle which can be used for work purposes.		X
Suitable, safe home working environment.	X	