

# SAVE OUR SHROPSHIRE CIO – ROLE DESCRIPTION

## POSITION PROFILE

Position Summary			
Title:		Reports to:	
Community Engagement Manager		Chair of SOS	
Functional Department		Position Level	
Business Development		Volunteer/Manager	
Location			
Virtual			
Document Revision	1.0	Date	20 August 2022
§ #	Description		
1.	<p><b>Strategic Focus for the position.</b></p> <p>The position of Community Engagement Manager manages the development of relationships with key Parish and Town councils in line with the core objectives of Save Our Shropshire CIO (SOS CIO). SOS CIO is pursuing the objective of Net Zero Carbon Emissions in Shropshire 2030 focussing on education of householders and councils. The Community engagement manager will ensure they maximise the value that our clients get of the education and take actions based on their pledges.</p>		
2.	<p><b>Objective of position</b></p> <p>The Community Engagement Manager will follow-up from the Parish and Town council courses on a regular basis to support them in developing their plans and collaborating with other councils.</p> <p>Save Our Shropshire has developed a plan to help councils engage with their community. We want to make sure that they are successful in educating their council and their community so that action is taken on tackling climate change.</p> <p>They will therefore need to mentor the local councillors in establishing a local committee, provide useful resources to them, and help set up a project with regular review with respect to dealing with the climate emergency</p> <p>The ultimate objective of the position is to make each parish council successful in taking action, and engaging their community in taking action.</p>		
3.	<p><b>Key Business Processes operated in position</b></p> <ul style="list-style-type: none"> <li>• Following up council who have attended courses</li> <li>• Manage the relationship with Members, Course Attendees, and others through the Hubspot CRM database</li> </ul>		





	<ul style="list-style-type: none"> <li>• Mentor councillors in developing plans</li> <li>• Develop training plans for local householders in local communities.</li> </ul>
4.	<p><b>Interactions with other functions/people</b></p> <ul style="list-style-type: none"> <li>• They will need to liaise with councillors across Shropshire, and interact with Shropshire and Telford Council to enable the development of Parish and Town Council activities</li> <li>• Make fellow members within SOS CIO aware of their activities.</li> </ul>
5.	<p><b>People/Functions reporting into this position</b></p> <p>None at present, but will in due course require support. The Community Engagement Manager will have responsibility for recruiting and managing volunteers and staff members.</p>
6.	<p><b>Key Responsibilities and Duties</b></p> <ul style="list-style-type: none"> <li>• Follow up with those that have been on the Parish/Town Council course</li> <li>• Mentor councillors and parish clerks on developing their climate emergency plan</li> <li>• Encourage community engagement and develop climate champions</li> <li>• Gain traction with householders’ course in the community by developing the number of certified “carbon literacy” householders.</li> <li>• Help councils develop a communications programme to engage the community.</li> </ul>
7.	<p><b>Required Qualifications, Skill Sets, Competencies and Experience</b></p> <ul style="list-style-type: none"> <li>• Experience in developing relationships with “clients/partners”</li> <li>• Skills in managing projects and making them happen</li> <li>• Mentoring and consulting with “clients” to become a dependable resource</li> <li>• An excellent understanding of how local government works.</li> <li>• Use of systems like “Customer Relationship Management”</li> </ul>
8.	<p><b>Required Personal Attributes</b></p> <ul style="list-style-type: none"> <li>• Tenacity in achieving goals and objectives</li> <li>• Team Working with colleagues</li> <li>• Ability to communicate clearly</li> <li>• Demonstrated commitment to the objective of achieving zero emissions of GHGs in Shropshire by 2030 and beyond</li> <li>• Be supportive of the values (and ethics) of SOS CIO.</li> <li>• Understand the importance and purpose of meetings and be committed to preparing for them adequately and attending them regularly.</li> </ul>
9.	<p><b>Scope for progression and development</b></p> <ul style="list-style-type: none"> <li>• Role as Trustee for SOS CIO</li> <li>•</li> </ul>
10.	<p><b>Short-term, medium-term and long-term goals for the position</b></p> <ul style="list-style-type: none"> <li>• <b>Short-term</b> - develop the relationship with Town and Parish Councils</li> <li>• <b>Medium-Term</b> – support 30 % of all Parish and Town councils in developing community engagement</li> <li>• <b>Longer-term.</b> Support 60 % of councils in bringing about behaviour change.</li> </ul>
11.	<p><b>Performance Measures relating to the position</b></p> <ul style="list-style-type: none"> <li>• Number of councils and % of total carrying out community engagement</li> </ul>



	<ul style="list-style-type: none"><li>• Membership numbers and growth</li><li>• Number of people accessing and using the website</li><li>• Numbers of people registering for courses from all audience sectors</li></ul>
12.	<b>Working Conditions.</b> Work from home as required