

Dorset CAN Project Coordinator & Public Engagement Specialist

DorsetCAN (Dorset Climate Action Network) is a network of community groups and individuals working together for a shared vision of a clean, green, sustainable Dorset - taking action together.

Dorset CAN's Mission

Our mission is to build and sustain – in pursuit of our vision for Dorset - an open, accessible and flexible network and alliance which:

Puts climate and ecological awareness at the heart of all decision-making

Provides a voice for all who care about these issues; inform, educate and support people throughout the county; and serve as a hub for information, engagement and action

Serves as an expert, inspirational and creative agency for change, working with parish and town councils, private and community organisations to generate policies and grass-roots actions which promote our Vision

Acts as a positive partner and critical friend of Dorset Council, BCP Council and all other stakeholders.

JOB DESCRIPTION

Role	Dorset CAN Project Coordinator & Public Engagement Specialist -Self employed contractor-
Reports To	Dorset CAN Action Team (Steering Group)
Responsible for	Coordination of the Action Team and Public Engagement
Role Purpose:	<p>Coordination:</p> <ul style="list-style-type: none"> ● Focal point for efficient management of internal and external communications including managing the DCAN email account ● Support and facilitate the delivery of projects from the teams ● Facilitate and plan Action Team meetings ● Advise on the allocation of resources within organisation ● Carry out any admin tasks necessary to fulfil the role <p>Public Engagement and external relations:</p> <ul style="list-style-type: none"> ● Develop a county wide network through increasing our membership ● Help us become the hub for community climate change action in Dorset ● Continue to help build the website as a one stop shop for community climate change action in Dorset: a directory of organisations, resources, and exemplar projects across Dorset ● Develop a county map of all network links and locations - pool and map all of the network links (contacts, experts, projects, local business etc), valuable in identifying 'coldspots' so we can better plan our resources and target effectively. ● Foster real place-based climate action, covering all aspects of the climate emergency such as housing, transport, lifestyle, nature, green economy but with a focus on renewable energy and energy saving ● Enable good practice to be shared and highlighted amongst community groups working at a parish, town, district and county level ● Create a positive and constructive interface between community groups and Dorset Council ● Coordinate, create and promote training opportunities and networking events for all aspects of Climate Change work

	<ul style="list-style-type: none"> • Create and deliver successful public engagement events
Commitment	<p>Anticipated size and duration of contract: Part time – estimated average 24 hrs per week for eighteen months, in the first instance. The role may include some weekend and evening work.</p>
Payment & Expenses	<p>Charge out rate £25 per hour claimed on the prescribed DCAN timesheet monthly in arrears. The position is subject to signing the standard DCAN contract for services.</p> <p>This is a self employed contractor role and the contractor is responsible for their own tax and NI and any relevant insurances</p> <p>Travel expenses will be covered.</p>
Working Relationships	<p>Internal: Accountable to the Dorset CAN Action Team of volunteers</p> <p>External: The general public, community groups, public and private sector personnel</p>
<p><u>Key Responsibilities and Tasks</u></p> <ul style="list-style-type: none"> • These will be agreed at our 6 monthly priorities and strategic planning days. <p>General</p> <ul style="list-style-type: none"> • The role holder is required to follow and comply with all policies and procedures of Dorset CAN which includes the Health and Safety procedures, ensuring personal safety and the safeguarding of the interests and safety of everyone involved in Project activities. • To promote the values and culture of Dorset CAN • To carry out other relevant duties as reasonably required by your contract manager (lead volunteer coordinator) 	

PERSON SPECIFICATION		
To succeed in this role you will need to demonstrate: <i>Most important specifications are in bold italic</i>		
	<i>Essentials</i>	<i>Desirables</i>
Qualifications	A relevant qualification or experience in public engagement, project management, community development and/or climate change/sustainability	
Experience/Knowledge	<p>Most importantly a passion for community action on climate change and a drive to make things happen!</p> <p>Good knowledge of Dorset, its geography, people</p> <p>Tech savvy: IT & latest remote comms platform</p> <p>Experience of working with a range of local communities</p>	<p>Knowledge and experience of working in the field of Climate Change but recent passionate convert is fine</p> <p>Fundraising</p>

	<p>Experience of managing projects and associated budgets</p> <p>Experience of organising and delivering public engagement events and activities</p> <p>Experience of working with volunteers and/or volunteering - a good understanding of the needs of volunteers, enabling and empowering them to deliver DCAN's work</p>	
<p>Skills & Attributes</p>	<p>Excellent communication: specifically listening and conversation skills</p> <p>Genuinely enjoy getting to know people and building relationships</p> <p>Flexibility: Able and willing to work some weekends and evenings and manage own time effectively.</p> <p>Ability to network at grassroots level with volunteers and community groups</p> <p>Good organisational & administrative skills</p> <p>A skilled facilitator especially in creating group consensus.</p> <p>Naturally collaborative - a real team player</p> <p>Ability to work effectively under pressure and to deadlines</p> <p>Willing to travel across Dorset to meet volunteers and community groups and help organise events (although much of the work can be done remotely).</p> <p>Varied life experience welcomed</p>	<p>Ability to communicate technical information in plain English to the general public and our members.</p> <p>Proficient in the use of social media</p>