

COMMUNITY ENGAGEMENT COORDINATOR VACANCY

The Folkestone Leas Lift Company CIO

Closing date: Friday 1 December 2023



Leas lift: Restoring Folkestone's gem for the community

Community Engagement Coordinator, Job Specification

LOCATION:	Leas Lift, Folkestone
ACCOUNTABLE TO:	Trustees, Folkestone Leas Lift CIO
DURATION:	An initial 1 year FTE contract during which time our CEO will be recruited who will be responsible for recruiting a further 2 year FTE extension. From 2027 the role will become 0.5 FTE

INTRODUCTION & CONTEXT

Folkestone Leas Lift is a Grade II* (Historic England No. 1061185) cliff funicular railway situated in the Leas & Bayle Conservation Area in Folkestone. Part of the fabric of Folkestone, it is well loved by the people of Folkestone, many of whom have precious memories of visiting as a child and adult. This was brought home during public consultation. Their affection for Leas Lift, and memories were deep and moving when we asked them what they valued about it.

"Very happy memories stretching over nearly 70 years"

"It is part of the story of Folkestone and makes Folkestone what it is"

"It's the town's heritage, it's a beautiful construction, plus being disabled means I can get up to the town quickly and enjoy the views in style!"

In 2023 the Trustees of Folkestone Leas Lift CIO secured a £4.8 million grant from the National Lottery Heritage Fund. During the 18-month development phase an Activity Planner worked with Kent Coastal Volunteering (KCV) and Strange Cargo on a project to involve people whose voices are often hidden. Relationships were built with the Beacon School, AgeUK, MIND, the Nepalese Centre, Touchbase, a day centre for adults with learning and physical disabilities, local schools, Folkestone Museum, and the Library service. A three year Activity Plan was developed based on the consultation.

PURPOSE OF THE ROLE

The purpose of this new Community Engagement Coordinator role is to co-ordinate the delivery of the heritage engagement activities developed during the development phase.

These include:

- Recruiting and managing Research and Oral history volunteers to develop content for the interpretation scheme and resources (2024)
- Outreach projects with four Folkestone schools (2024 onwards)
- A touring puppet show to schools and care homes (2024 onwards)
- Organising regular Youth, Access, and Teacher Advisory groups (2024 onwards)
- Recruiting, inducting, and managing a new volunteer corps (2024 onwards)
- The development of a school offer in partnership with Folkestone Town Museum (2024 onwards)
- Outreach workshops with older people in the community, led by freelancers (2024 onwards)
- A Leas Lift themed carnival in 2025 delivered by Strange Cargo, a local arts participatory company (2025)
- Developing heritage talks, tours, and trails for the public with interpretation and graphic designers (2024 - 2025)
- A set of internships, and work experience opportunities with local colleges, and universities (2024 - 2025)

The role will initially be line managed by the Activities & Engagement Committee Chair who sits on the board. Then from autumn 2024 the role will be line managed by the new CEO.

Once funding from the National Lottery Heritage Fund expires on 31/12/2026 the role will become part time (0.5 FTE) as community engagement is embedded into the organisation. The focus at this point will be ensuring that Leas Lift remains inclusive, volunteering is sustained, partnerships continue and as project funding becomes available, projects which enable deeper engagement with target audiences are developed and delivered.

Key Responsibilities

To deliver a 3 year Activity Plan which includes:

- The recruitment and management of oral history volunteers and researchers to ensure the interpretation designers have content on time
- To liaise with local 6th forms, colleges, and universities to enable on-site visits, deliver internships, work experience and work shadowing opportunities
- To work with Strange Cargo to deliver a themed Leas Lift Charivari

- To work with freelancers to develop and tour a puppet show
- To organise, and promote the delivery of onsite and virtual events, talks and walks
- To work with four local schools to deliver a series of outreach events and co-create four teacher's packs (professional support will help design and develop the content)
- To recruit young people to a Youth Advisory Group
- To re-engage stakeholders and participants from the Development Phase to form an Access Advisory Group
 - To re-engage a group of teachers who have volunteered to sit on a Teacher's Advisory Group
- To recruit, induct and rota volunteers to support the delivery of the Activity Plan and provide volunteer management support across the operation
- To organise a programme of volunteer training
- Communicate with stakeholders and audiences using direct and digital marketing (e.g. e-newsletter, Facebook, Instagram) until the Marketing & Events Officer is appointed
- To work with the external Evaluation Consultant to ensure evaluation improves performance and monitors progress against targets. Input where required into quarterly reports for the National Lottery Heritage Fund
- Manage deadlines and communicate these with line manager
- Plan and prioritise workload to ensure the programme of heritage activities are delivered on time and within budget.
- Undertake such other duties as required

ESSENTIAL CRITERIA

Essential

- Minimum of 2 years' experience delivering a community engagement programme, in a heritage, arts or similar setting
 - Passion for audience development
 - Creativity to develop activities to engage audiences with heritage
 - Experience of commissioning and managing freelancers
 - Experience of volunteer management
 - Good verbal and written communication skills, with the ability to communicate comfortably and confidently with a variety of audiences
 - Highly organised with good attention to detail
 - Excellent customer service skills and telephone manner
 - Excellent IT skills
 - Works well under pressure
 - Able to use own initiative whilst recognising when to refer to line manager
 - Willingness to work flexibly as part of a team
 - Ability to prioritise and organise workload

- 'Can do' attitude and problem solver

Desirable

- Knowledge and experience of delivering a National Lottery Heritage Fund or Big Lottery Fund project

Please apply having reviewed the attached Activity & Action plan to cathybeare@jcmo.uk

TERMS AND CONDITIONS

Period of employment: Initial appointment to December 2024
Permanent Role to December 2026.
At this point the role will become fractional and focus on retaining audiences, volunteer recruitment and management.

Salary: £29,000

Working hours: 37 hours per week with some flexibility for evening/ weekend working

Holidays: The fulltime holiday entitlement is 20 days paid holiday per year excluding public holidays

Pension: Employer contribution equivalent to 2% of the gross salary paid monthly into the auto-enrolment pension scheme.

Sickness/Absence: You will, if eligible, be paid Statutory Sick Pay in accordance with the legislation applying at the time.

Location: The post holder will be expected to work at Leas Lift, with some flexibility for home working.

Expenses: All reasonable working expenses will be met at an agreed rate with Leas Lift. You will not be reimbursed for travel from your home to your agreed workplace.

Termination

The appointment is subject to a three month probationary period and may be extended if necessary.

FOR ALL APPLICANTS:

Safeguarding Regulations: Leas Lift is committed to the safeguarding and protection of all young people and adults and we and other schools and partners will need to undertake an enhanced DBS check on you. A condition of your employment will be that you complete such applications whenever requested to do so and that the checks confirm that there are no reasons why you should not work with children or vulnerable adults.

Appraisal: There will be an appraisal after three months, to confirm the probationary period, and each year thereafter.

Review of roles: The role will be reviewed at the annual appraisal. Leas Lift CIO have the right to alter duties in accordance with the needs of the project.