



<b>Role title:</b>	Engagement and Event Coordinator
<b>Grade &amp; salary:</b>	Grade F £20,874 to £26,535
<b>Working hours/shift pattern:</b>	37 hours per week, Monday to Friday (with occasional weekends and evenings).
<b>Additional allowances:</b>	N/A
<b>Location:</b>	Force Headquarters
<b>Post reports to:</b>	Head of Communication and Engagement
<b>Suitable for job share or part time:</b>	Yes
<b>Other considerations (e.g. travel)</b>	<p>The successful applicant will need access to a vehicle for work use and must be able to routinely travel to locations across the county and hold a full UK driving licence for driving police/hire vehicles. There is also a requirement to transport, set up and maintain audio visual and event equipment as required in line with client requirements and health and safety manual handling guidelines</p> <p>You must also have a flexible approach to work and be prepared to work outside business hours on a regular basis.</p>

**Date last reviewed:** 18<sup>th</sup> July 2018

### Purpose and Description of Job Role:

The role involves coordinating an effective engagement plan, leading on external and internal consultations and providing events management planning and support.

The post is based at force headquarters within the Communication and Engagement team, who are responsible for all the force's external and internal communications. The post holder will report to the Head of Communication and Engagement.

### Specific Roles and Responsibilities:

- Research, develop and deliver communications and engagement plans for both internal and external audiences to support the engagement programme.
- Lead on consultation, engagement and marketing, managing all activity around the programme.

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- Engage with staff, our communities and voluntary groups to deliver an effective programme.
- Specifically develop engagement approaches for younger people.
- Plan and deliver a targeted engagement schedule in partnership with the Office of the Police and Crime Commissioner to maximise the engagement and consultation process.
- Plan successful and appropriate local engagement events within communities in support of policing campaigns, liaising with teams, departments and divisions across the force.
- Coordinate and deliver face to face communications with a range of audiences.
- Support and deliver internal engagement activities including a series of chief officer briefings, seminars and conferences.
- Arrange and organise corporate events, helping to enable officers and staff to engage with communities, and assist in the delivery of the force's reward and recognition scheme through internal ceremonies.
- Develop and produce a range of tools from creative campaigns and publications to corporate literature.
- Ensure all audio visual needs are met, working with a wide range of equipment, including interactive voting technology, projectors, PA and sound systems, LCD/plasma screens, exhibition banners. There is an element of problem solving and troubleshooting with this activity.
- Act as a community engagement focus for the force and partners and other stakeholders.
- Develop a network of contacts across communities, businesses and within the force.
- Uphold the Force's Values of Performance; Innovation; Responsibility; Respect; Integrity.

### **Skills & Experience Required:**

#### **Essential:**

- 1) Demonstrable experience in the delivery of communications and engagement activity for a large organisation, specifically involving younger people.

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- 2) Proven experience in the successful planning and delivery of engagement plans and/or large-scale events, ideally for a large organisation, targeting several different audiences.
- 3) Experience of operating within a partnership arena in order to engage with stakeholders.
- 4) Excellent written, oral and presentational communication skills.
- 5) Proven ability to understand précis and convert complicated material from a range of sources into bright intelligible and concise copy for a range of different audiences and for a range of different platforms.
- 6) Good online communication skills and understanding of social media tools and techniques.
- 7) Ability to produce creative and imaginative communications and engagement products for diverse audiences across multiple platforms.
- 8) Ability to conduct research and consultations, and from this compile and analyse the data and findings in executive-level report documentation. In addition, the ability to evaluate programmes and initiatives on an overall basis.
- 9) Excellent computer literacy with a proven knowledge of various packages including Microsoft Office suite of programs, particularly Outlook, Word and Excel and demonstrate to a high level the ability to produce PowerPoint presentations.
- 10) Good working knowledge of audio and visual technology.
- 11) Ability to prioritise and manage workloads effectively and remain calm and positive, often in challenging circumstances.

#### Desirable:

1. Knowledge and experience of interactive voting technology.
2. Knowledge of Derbyshire's demographic makeup.
3. Experience of maximizing accessibility and inclusion through all community engagement and participation initiatives.

#### Personal Qualities:

We have identified nine competencies that help describe what effective behaviour looks like in Derbyshire Constabulary. These competencies illustrate how we put our Force's guiding principles into practice so that everyone understands what is expected of them in their day-to-day work:

**Acting with Integrity:** Is trusted and respected by others and is known as someone who does what they say they'll do. Understands the impact and consequences of doing (and being seen to do) the right thing, is happy to raise concerns and will challenge inappropriate or unethical behaviour.

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**Working with Others:** Works to develop a positive team spirit and appreciates the value different backgrounds and experience can contribute to team success. Is approachable and inspires others to do their best. Treats others with dignity and respect, and maintains a positive, friendly outlook. Appreciates the contributions of others – and lets them know.

**Problem Solving & Innovation:** Uses experience, creativity and common sense to solve problems practically and innovatively. Makes sure they fully understand the problem, its cause and implications. Seeks the input and views of others. Weighs up options to make sure the solution they choose is the most effective and makes good decisions in a timely way.

**Planning and Organising:** Is clear about their goals and creates plans and processes that are targeted at the right priorities – those that will truly deliver the most value. Copes well with change and uncertainty, knows that it's not always possible to get the full picture or remove every risk before taking action.

**Communicating & Influencing:** Presents written and verbal communication in a clear and effective way. Puts across points of view persuasively, but keeps an open mind and is willing to change their position if sound arguments are presented back.

**Personal Development:** Takes opportunities to improve their skills, knowledge and experience. Gives and seeks constructive feedback to help them and others develop successfully.

**Delivering Results:** Delivers what is needed when promised. Enjoys adding value, knows what needs to be done and stays focused. Identifies issues or obstacles that could prevent or delay getting things done and takes appropriate action.

**Customer Focus:** Knows how they personally support the service we provide to the public. Is absolutely passionate about adding value for the public and internal stakeholders, improving processes and removing unnecessary cost and waste. Understands how their attitude and behaviour impacts on public perception of the service we provide.

**Operational & Technical Awareness:** Keeps well-informed and knows what internal and external factors could impact on our performance. Promotes and pushes activity that improves performance and our service to the public. Is knowledgeable and effective in their area of expertise.

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