



## Engagement Officer

### Job Description and Person Specification

Post Title: Engagement Officer, 35 hours per week  
Duration: This is a fixed term post, funded initially till 31 March 2016  
Location: Kirkcaldy  
Salary: £25,000 per annum, plus 7% non-contributory pension  
Reporting to: Manager, Fife Centre for Equalities

#### Main Purpose of Post:

The post holder will be responsible for developing and implementing a creative and innovative engagement strategy, ensuring a wide range of people and communities benefit from the work of FCE.

#### Main duties of Post:

1. To develop and implement a meaningful and effective engagement strategy.
2. To create innovative ideas in engaging a wide range of service users and make reasonable adjustments to accommodate different requirements.
3. To organise meetings, events and focus groups enabling individuals and organisations of all protected characteristics, as described in the Equality Act 2010, to learn and discuss issues that affect them.
4. To advise and support partners with engaging services users in their consultations that promote equality and diversity.
5. To actively interact with people at all levels and from a wide variety of backgrounds.
6. To gather, collate and disseminate information, issues and discussions relevant to the advancement of equalities.
7. Using the intelligence gathered, assist with reviewing and informing new strategic directions for FCE.
8. To contribute to updating the organisation's website, e-bulletins, newsletters and other publications to promote developments and opportunities in equality and diversity.
9. In conjunction with the line manager and in consultation with key stakeholders, develop a work plan and provide regular monitoring and evaluation reports for the relevant audiences.
10. To contribute to cross-organisation initiatives including bid/funding proposals, quality accreditation work and other projects.
11. To take personal responsibility for contributing to high quality standards in customer relations, service delivery, project management and communications.

This job description does not represent an exhaustive list of responsibilities and tasks but indicates the main responsibilities required from employees in the role.



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Registered Office: Craig Mitcehl House, Flemington Road, Glenrothes KY7 5QF.



The organisation reserves the right to require employees to perform other duties from time to time. The organisation also reserves the right to vary or amend the duties and responsibilities of the post-holder at any time according to the needs of the organisation's business. There is a requirement to work evenings and weekends as necessary in order to ensure appropriate fulfilment of duties.

**Person Specification:**

Essential requirements:

- good understanding of equality and diversity issues;
- experience of working in a community development role;
- experience of organising successful community events;
- experience of conducting consultations;
- experience of partnership working;
- emotionally intelligent, able to build and sustain positive relationships with key stakeholders;
- comfortable in networking and representing the organisation;
- willingness to learn; work as part of a team and to help others;
- excellent interpersonal, oral, written, numeracy and ICT skills;
- efficient, self-motivated, and proactive, with good organisation skills;
- good people skills and the ability to deal with a wide range of people;
- a personal commitment to equal opportunities and organisational excellence; displays honesty, integrity and a strong sense of ethics in all actions and decisions;
- valid driving licence and access to a car.

Desirable requirements:

- good knowledge of equality legislation;
- experience of working within the third sector;
- experience of working in an equality-related role.



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