

Role: Head of Community Engagement	Region / Department: Public Engagement & Research
Reports to: Director of Public Engagement & Research	Pay Band: Grade 6 Lower, £54,750 - £60,555 pro-rata, per annum
Location: NTS Headquarters, Edinburgh	Type of Contract: Full-time, Permanent
COST CENTRE: 2452	ACTIVITY CODE: ORZ

JOB PURPOSE

The Head of Community Engagement leads the strategic direction of community engagement work across the Trust's Heritage Properties portfolio, ensuring all activity is coordinated, meets best practice.

Through community engagement we aim to increase the number and diversity of people engaging with heritage, maximise the benefits of engagement, and develop insight and capacity to help us look after the properties in our care. The role is responsible for the strategic development of practices, systems, and processes, and for enabling colleagues across the Trust to facilitate community engagement.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

1. **Strategy.** Lead the development of and oversee the implementation of strategies for community engagement.
2. **Leadership and advocacy.** Provide visible leadership and advocacy for the value of community engagement within the Trust, working collaboratively with colleagues, and represent the function externally with funders and stakeholders.
3. **Management and support.** Coordinate and maintain oversight of all community engagement activities across the Trust, ensuring projects and activities are delivered in line with strategic priorities and meet best practice for access, inclusion and evaluation of outcomes and impacts.
4. **Organisational capacity.** Maintain and develop organisational capacity for community engagement through training and development of colleagues, building communities of practice, producing resources, and addressing organisational blockers to the delivery of high-quality activities.
5. **Evaluation.** Develop and implement processes for the effective evaluation of community engagement activities, ensuring these systems are aligned with KPI reporting on the NTS Corporate Strategy, and provide management information to drive performance improvements.
6. **Partnerships.** Develop strategic partnerships with peer organisations, governmental agencies, universities and the third sector to access funding opportunities and deliver innovative activity in community engagement.
7. **Major projects.** Support the development and delivery of major projects by developing plans for community engagement that align with project objectives and realise local opportunities. Lead and support Community Engagement Programmes for the Mackintosh Illuminated and Fyvie Masterplan projects.

REQUIRED QUALIFICATIONS, SKILLS, EXPERIENCE & KNOWLEDGE

Qualifications

Desirable

- Degree or postgraduate qualification in relevant area (e.g. heritage, community development).

Experience

Essential

- Significant experience of managing community engagement, participation, or inclusion programmes.
- Experience of leadership in complex organisational environments
- Experience of developing and implementing strategy
- Experience of partnership working
- Experience of line-management, leading teams and supporting the development of colleagues.
- Knowledge of methodologies for evaluation of engagement, participation and inclusion programmes.

Desirable

- Experience of working in the heritage, museums, or cultural sector.
- Experience of research and working with HEI sector.
- Understanding of the policy context in Scotland relating to Community Engagement, Public Service delivery and Land Reform.

DIMENSIONS AND SCOPE OF JOB

Scale

Required to work across the whole NTS heritage properties portfolio.

People Management

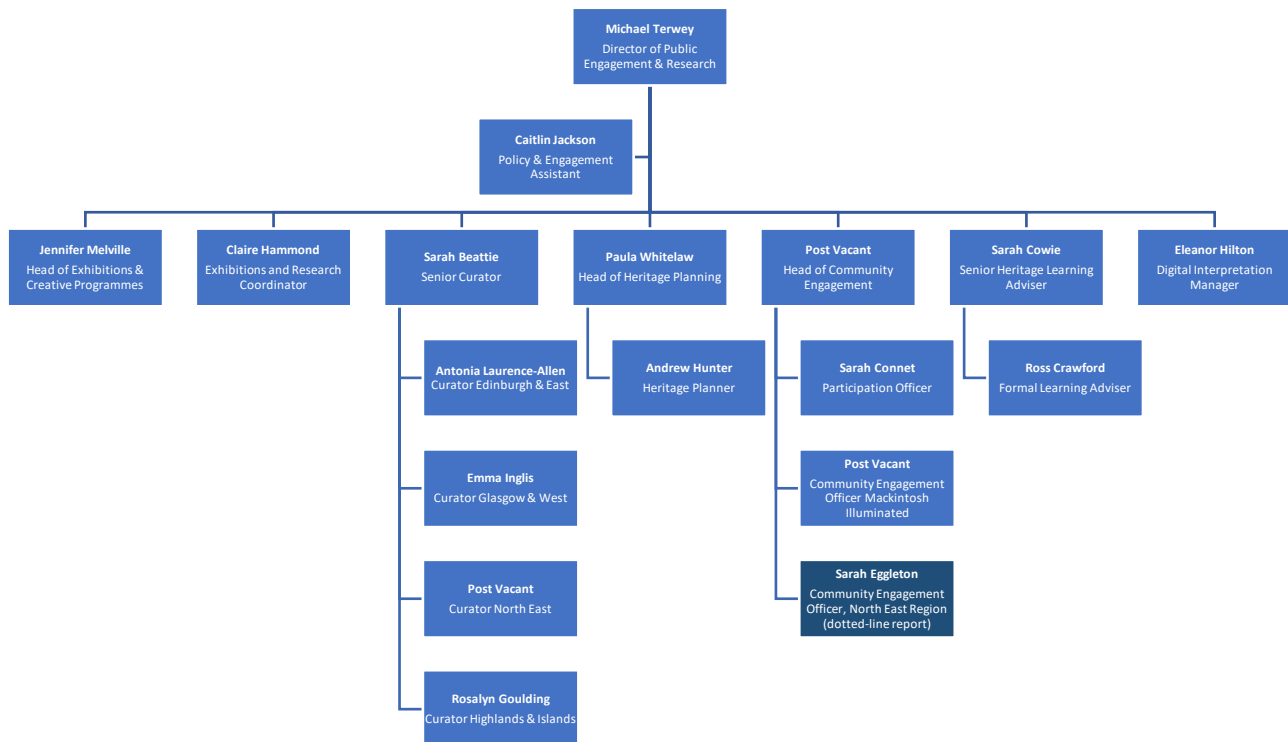
- Direct management of a small team of up to 6, with the potential for this to expand where projects and funding allow.
- Indirect coordination of a community of practice across the organisation of up to 60 colleagues.
- Requirement to work in close collaboration with colleagues in PE&R Directorate and Operational Managers and regional leadership teams in Heritage Properties, the Organisational Development team in the People Directorate. Key colleagues include
 - Senior Formal Learning Advisor
 - Project Directors Mackintosh Illuminated and Fyvie (direct line-management of Community Engagement Role in Mackintosh Illuminated Project)
 - Regional Director North East (dotted-line management of Community Engagement role in regional team)
 - Lead Consultant, Workplace Inclusion & Equity
 - Lead Consultant, Skills Development

- Lead Consultant, Volunteering

Finance Management

- Revenue budget holder for team, largely salaries, travel, and funds for commissioning additional capacity through freelance and consultancy contracts.
- From time to time the role will have responsibility for project budgets up to £1m, where funding is available.

Place in organisational structure:



The Purpose, Context, Key Responsibilities, and Person Specification reflect the requirements of the job at the time of issue. The Trust reserves the right to amend these with appropriate consultation and/or request the post-holder to undertake any activities that it believes to be reasonable within the broad scope of the job or his/her general abilities.

Applications

Interested applicants should forward their Curriculum Vitae (CV) or an Application Form to the People Services Department (Applications) by email via workforus@nts.org.uk, by Sunday 30th March 2024

Please ensure your CV includes your full name and contact details, the CV file sent to us should be titled your first initial and surname. When submitting your CV please state the position and job location of the vacancy you are applying for in the subject title or body of your email: For example "Gardener - Culzean"