

# Friends of Easter Craiglockhart Hill



## Community Engagement Worker Job Description



- Post:** Community Engagement Worker
- Managed by:** Chair of the Friends of Easter Craiglockhart Hill (FECH) and delegated Committee members  
The post is funded through a grant from the Big Lottery.
- Accountable to:** Committee of FECH
- Overall purpose:** To work with the FECH Committee and in partnership with the Forestry and Natural Heritage Section of City of Edinburgh Council (FNH) to increase membership and volunteer involvement, to improve access and inclusion, to enhance land management skills and to promote education and learning on and about Easter Craiglockhart Hill Local Nature Reserve.

### Duties and responsibilities:

1. To promote and facilitate the learning of land management skills as part of an initiative which may lead to community ownership of Easter Craiglockhart Hill.  
Actions may include:
  - Identifying relevant training opportunities in land management and either attending these courses or arranging for the attendance of others
  - Working closely with staff of the FNH with a view to the learning and devolving of practical land management tasks
  - Co-ordinating and organising, together with FECH Committee members, the work of a Hill Work Squad of volunteers undertaking practical land management tasks on a regular basis

- Publicising and organising work days for volunteer workers recruited from FECH members, outside bodies and corporate organisations  
Ensuring that appropriate risk management and Health and Safety procedures are designed and implemented for all voluntary work
  - Liaising with FNH to identify appropriate tasks for volunteer groups
  - Helping to organise a Hill Watch scheme of volunteers reporting concerns to government and statutory bodies
  - Reporting to FNH on land management issues and problems beyond the capabilities of volunteer groups
  - Assisting with funding applications related to environmental and usage improvements
2. To involve people, both in the local community and further afield, in events and activities on Easter Craiglockhart Hill with special attention to involving people with additional support needs. Actions may include:
- Helping to design, publicise, expand and organise the FECH programme of guided 'Walks and Talks'
  - Developing additional learning or fund raising events using experience gained elsewhere by similar groups
  - Helping to promote Easter Craiglockhart Hill as a 'Green Gym' with opportunities for a range of exercise activities supporting healthy lifestyles
  - Piloting and, if successful, promoting weekend learning activities targeted at school age children and youth groups
  - Assessing and consulting with local organisations such as Care Homes, Sheltered Housing Schemes and Day Centres on how people with additional support needs could safely and enjoyably spend time on Easter Craiglockhart Hill
  - Piloting, organising and evaluating activities designed and delivered for people with additional support needs
  - Assessing whether changes in the physical environment (paths, gates, steps, signage) could better promote equal access
3. To develop learning materials to enhance understanding of the natural environment and improve the quality of the time spent by visitors to Easter Craiglockhart Hill.

Actions could include:

- Designing learning materials (or adapting existing material) for young people and for people with additional support needs (perhaps using sensory approaches)
- composing updates on bird, animal and plant life for The FECH newsletter, website and Facebook and for display on noticeboards and snap frames on Easter Craiglockhart Hill
- Contributing to social media and other initiatives to increase community involvement in Easter Craiglockhart Hill and in the work of FECH.

4. To report to the Committee and members of FECH through:

- Attendance at FECH Committee meetings
- A report to the AGM of FECH
- Preparing an annual work plan of planned initiatives and targets

5. To raise awareness of the work and objectives of FECH through:

- Assisting with publicity and promotion initiatives including the design of maps and leaflets
- Visiting local groups and services (such as churches, residents associations and youth groups) and, if requested, making short presentations
- Helping with the carrying out of community consultations and usage and satisfaction surveys
- Encouraging people to become members of FECH
- Liaising and linking with other relevant groups and organisations
- Assisting with press releases, media promotions and other awareness raising activities
- Ensuring that the funding secured from the Big Lottery Scotland is acknowledged in publicity materials and that the BLS logo is included on documents and publicity

6. General Accountabilities

To carry out any other task consistent with the broad remit of the post

- Ensuring appropriate quality standards in all work carried out
- Maintaining good working relationships with all partners and stakeholders
- Promoting a positive image of the work of FECH
- Meeting any performance targets set in agreement with the manager of the post
- Reporting as required both internally and to external bodies

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