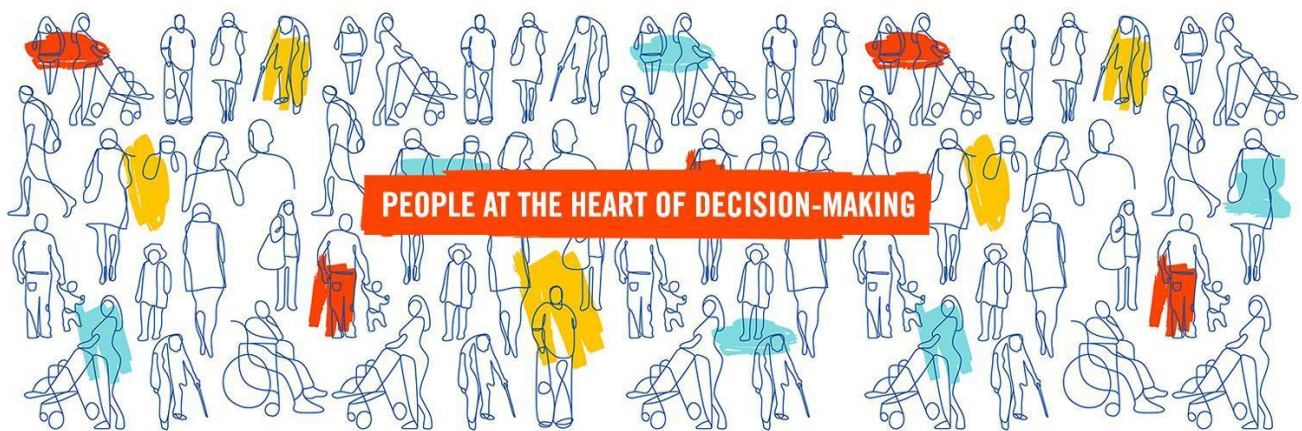




ENGAGEMENT LEAD

Job Description



Practical details

SALARY BAND: £36,490 - £46,915

LOCATION: Flexible

HOURS: Full time, 35 hours a week

01. Who we are

We're the UK's leading public participation charity, and we want to build a more vibrant democracy, with people at the heart of decision-making.

Since 2003, we have been working with governments, parliaments, civil society, academics and the public to create and deliver new forms of public participation that re-vitalise democracy and improve decision-making.

We are realistic about the challenges faced by democracy, but optimistic about how to overcome them. We are committed to ensuring our democracies are vibrant and fit for the future by putting people at the heart of decision-making.

We work across the UK and internationally, with offices in Belfast, Edinburgh and London.

02. What we do

Our mission is to develop, support and campaign for new ways of involving people in the decisions that affect their lives.

We need to make important choices as a society, but our democracy isn't working as it should. Decision-makers are struggling to get things done. The public are frustrated the system isn't working for them. And everywhere people are feeling divided, distrustful and powerless.

Our work is focused in three areas:

- **Making the case** – demonstrating why participation and deliberation are essential features for a healthy modern democracy, and ensuring that those in positions of power and influence understand and support their use in addressing some of the UK's most intractable issues. [Check out our latest thinking.](#)
- **Embedding change** – building the capacity of public servants and practitioners, and developing the body of evidence, principles and standards that support participatory and deliberative practice. [Check out our resources.](#)
- **Pioneering practice** – encouraging widespread uptake of participatory and deliberative processes, and promoting continuous learning and innovation to improve democracy and deliver lasting solutions in key policy areas. [Check out our practical projects.](#)

Find out more about our work: www.involve.org.uk/our-work/

Our values

- **Collaboration** – because change comes when broad coalitions of people work towards a common vision;

- **Equality** – because everyone in society has an equal right to be listened to and participate in decisions that affect their lives. No one should be held back by societal divisions or prejudice;
- **Independence** - because we are committed to the integrity and impartiality of participatory and deliberative processes;
- **Purpose** – because participation must have an impact. We reject tokenistic or ineffectual engagement;
- **Quality** - because effective participation requires time, attention and commitment.

03. About the role

As Engagement Lead you will play a central role in our team – developing, leading and managing significant projects for us, including citizens’ assemblies, citizens’ juries, deliberative workshops, and participatory processes. You will need to have excellent project leadership and project management skills, as well the ability to build and maintain good relationships with a wide variety of people, including members of the public, project partners, colleagues and decision-makers.

04. Key responsibilities

1. Leading and managing projects (70%)

- Leading the delivery of small, medium and large projects, including project managing major projects;
- Designing participatory and deliberative processes, and leading the facilitation of major events;
- Leading relationship management with partners and clients, including at a senior level;
- Writing and quality assuring reports and other outputs;
- Line managing other staff and associates;
- Representing Involve to external audiences, including at a senior level, and conducting media interviews;
- Complying with Involve’s internal systems, policies and processes.

2. Project development (20%)

- Developing impactful and sustainable projects, and attracting funding, in line with Involve’s vision, mission, and strategy;
- Leading the development of fundraising proposals and tender responses, including budgeting for projects and programmes.

3. Contributing to all-team activities (10%)

- Leading significant elements of Involve's organisational development;
- Participating in team meetings, strategy- and away-days.

Other relevant duties may be undertaken as agreed with your line manager.

05. Key competencies

Essential competencies

Applicants must demonstrate the following competencies:

- Excellent project manager, able to manage and prioritise a diverse workload; deliver key project elements on time, on budget and to a high standard; and provide robust management of project finances, budgets and reporting;
- Public participation specialist, able to advise public servants on designing and delivering effective engagement;
- Experienced facilitator, able to design and deliver participatory and deliberative events, workshops and meetings of all sizes;
- Shrewd communicator, able to make reliable judgements about which messages should have priority, what level of detail is appropriate, and how to adapt communications for specific audiences;
- Effective networker, able to build and manage relationships with a range of people – from members of the public and civil society groups to civil servants and politicians;
- Committed team player, embodying our values of collaboration, equality, independence, purpose and quality, and passionate about furthering our vision.

Desirable competencies

The following competencies are desirable:

- Effective fundraiser, able to identify and secure funding for programmes and projects that advance Involve's vision, mission and strategy;
- Astute entrepreneur, able to develop and execute creative new ideas, and build impactful new projects in pursuit of our vision and mission.
- An effective people manager, able to support staff to be their best, and lead effective teams.

06. Pay, location and benefits

Job Title: Engagement Lead

Pay band: £36,490 - £46,915

Hours:	Full time, 35 hours per week
Start date:	As soon as possible
Location:	Flexible
Reporting to:	Director of Innovation and Practice

Leave: all staff get 25 days annual leave in addition to bank holidays and the period between Christmas Day and New Years Day.

We're actively building a diverse team and welcome applications from everyone. But simply having a diverse workforce is not enough. We aim to build an inclusive environment, where everyone can contribute their best work and develop to their full potential. We celebrate our differences, and recognise the importance of teams reflecting the communities they work with.

We can make reasonable adjustments to our interview process, and to working arrangements, according to your needs. And we offer a flexible working environment so you can adjust your hours to suit your personal circumstances.

The following benefits are available to staff:

- Annual training budget of £1,000 for each member of staff;
- Workplace pension with employer contribution of 5%;
- Childcare vouchers;
- Phone/data allowance of £13.50 per month;
- Enhanced maternity and paternity leave packages for qualifying employees.