

Community Engagement Coordinator

Location – Norfolk (county-wide, travel required)

Contract – Freelance, part-time, flexible hours including evening and weekend work. Up to 12hrs p/week or 50hrs per month (fewer hours may be needed)

Start/ End date – ASAP/July, for up to six months

Salary – £25 per hour, maximum £8,000 over the contract, plus expenses

Deadline – 27th June 2024, 17:00

Interviews – Online, late June

To Apply – Please share:

- A copy of your CV.
- Sharing your answers to the following questions:
 - Why you are suitable for the role.
 - Why would like to work on this project.
 - Tell us about a time you effectively used a community engagement technique? Describe the method, why you chose it, and the outcome?
- If you prefer, you can submit a video application.
- Submit your application (or video) on this form: [Community Engagement Form](#)
- For any questions, email norfolk@hubbub.org.uk using the subject line 'Community Engagement Coordinator Application'.

Who we are

We're Hubbub, a creative charity that's been inspiring positive environmental action since 2014. Every campaign is sparked by our passion to problem-solve and make greener choices easier and more possible for everyone – from food to fashion and from reuse to greener and more connected communities.

We're working with Norfolk Climate Change Partnership (NCCP) on behalf of the [Norfolk Net Zero Communities](#) project, part of a [national network of pilot projects](#) working to reduce emissions and create benefits for local communities.

Our work with seven pilot communities and local businesses across Norfolk will help to identify what barriers communities face in taking action for more efficient homes, renewable heat and power, and greener travel. We'll then engage communities to identify what might help them go further - focusing on communications and behaviour change - to help inform recommendations for the partnership to support Norfolk residents throughout the county.

What you'll do

As a Community Engagement Coordinator, you'll have a crucial role in supporting us to gather insights from residents and small businesses in the seven identified communities (listed below), on energy and travel.

You'll be our on the ground presence, attending community events to actively listen and capture views. This may sometimes be alone and sometimes jointly with Hubbub or NCCP representatives. Hubbub will shape the project and work closely with you to help integrate local knowledge and engage communities.

The seven communities are: Brundall, Eaton, Loddon & Chedgrave, Marshland St. James, Ormesby, Stalham, Swaffam.

Your role will include:

Both online/remote (from home) and on-the-ground around Norfolk:

- Helping to identify and map community members, residents or businesses to speak to.
- Having conversations with community members to gather insights.
- Building relationships with community members to keep them engaged in the project.
- Helping to deliver (and possibly co-design) community engagement events and activities to capture views on interventions around energy and travel. For example, focus groups, workshops, hosting stalls at events, or other creative ways to capture feedback.
- Capturing views and summarising feedback, to help inform the project findings, insights and recommendations.

If you do not have your own laptop, we can loan one to you for the duration of the contract.

Who you are

- You are familiar with or excited by Hubbub's work and are keen to learn more and represent Hubbub. Particularly the [five key principles we follow when working with communities](#).
- You have experience in community engagement and an understanding of the needs and barriers of communities.
- You are confident talking to groups of people and a clear communicator.
- Based in Norfolk (or very nearby and prepared to travel) and ideally familiar with some of the seven communities listed above.
- You may have experience in participatory methods and evaluation techniques.

- You are passionate about the environment and committed to considering how finding ways to carry out the role with respect to the environment. E.g travelling sustainably when feasible.
- Prior knowledge around climate and energy issues would be helpful. However, as part of the onboarding, we'll provide an introduction to the key knowledge necessary.
- As the role may involve working with vulnerable members of the community and schools, the role will be subject to an enhanced DBS check.

If your experience looks a little different from what we've identified, and you think you can bring value to the role, we'd love to learn more about you!

Equality statement

Hubbub is committed to providing equality of opportunity both in employment and access to our programmes, events and activities. This means that:

- For all job opportunities and progression, job applicants and employees will receive equal treatment regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.
- The above equally applies to access to development and training opportunities.
- All programmes will be designed to be actively inclusive and accessible to all people.



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