



JOB DESCRIPTION

Job title:	Local Engagement Assistant
Salary range:	£24,368 - £27,325 per annum pro rata
Reporting to:	Engagement Manager
Location:	Flexible – remote
Budget responsibility:	No
Management responsibility:	No
Hours:	17.5 hours per week
Contract:	Fixed term until 31 August 2025

MAIN PURPOSE OF JOB:

To assist the development of campaigning activity and local groups, with a focus on working with marginalised groups across the UK to achieve change.

It's an exciting time for Living Streets, as we are growing our Local Group campaign network and listening to the voices of communities calling for change. The Assistant will ensure that Local Groups, members and campaigners have the right materials and support to campaign in their area for better streets. They will also help monitor the impact of our local campaigns work.

The post holder will support the Engagement Manager in day-to-day tasks and be flexible to respond to requests from the wider Policy and Communications Team. We welcome people with lived experience of feeling marginalised as well as those who recognise it is everyone's responsibility to be involved in this work. This role is funded by the European Climate Foundation (ECF) who are a major philanthropic initiative working to help tackle the climate crisis.

MAIN DUTIES AND RESPONSIBILITIES:

- Assist with activity to develop a thriving network of Local Groups for sharing skills, knowledge and campaign ideas.

- Work with selected Local Groups to pilot activity around campaigning for change.
- Help organise networking events for campaigners and those interested in improving local streets.
- Support the development of campaign materials and guides aimed at key audiences – sharing best practice from across the UK.
- Provide administrative support to and answer queries from our Local Group network and membership.
- Help with onboarding of new Local Groups, using digital tools.
- Writing and uploading content such as blogs, updates, Local Group newsletters and guidance information.

Department

- Be an active contributor to the Policy and Communications team and attend team meetings.
- Champion the development of the department wide initiatives that support accessibility, equity and inclusion across our platforms and events.
- Occasional out of office hours work will be required as will occasional travel within the UK.

Organisation

- Adhere to Living Streets policies and procedures, working within communications and wider protocols, maintaining good liaison with other teams across the organisation.
- Be an ambassador for Living Streets at public-facing events and in all dealings with partners, funders, wider stakeholders and the general public.
- Champion the Living Streets corporate brand, messages, campaigns and communications initiatives to raise the profile and impact of Living Streets.
- Contribute to staff meetings and internal communications.
- Support fellow staff and provide internal mentoring and training to others where appropriate.
- Undertake other duties from time to time, as requested by the line manager/Department Director/Chief Executive.

PERSON SPECIFICATION

Applicants must be able to demonstrate:

Essential Criteria	From application (✓)	At interview (✓)
Experience		

Experience of working with volunteers	✓	✓
Supporting campaign activity that leads to policy/behaviour change	✓	✓
Knowledge and skills		
Very strong organisational skills	✓	✓
IT competence, including Microsoft Word, Teams, Excel and Outlook	✓	✓
Strong time management skills	✓	✓
Excellent written and verbal communication skills	✓	✓
Ability to be administratively self-supporting and work remotely with other team members	✓	✓
Ability to solve problems and be able to deal with varied sets of responsibilities	✓	✓
Self-motivated - ability to work effectively as part of team, and independently as required	✓	✓
Ability to work to deadlines and prioritise workload with good attention to detail.	✓	✓
Personal		
Ability to work flexibly, including occasional travel or evening and weekend working		✓
Positive and creative approach to tasks and challenges		✓
Commitment to equal opportunities and the ability to implement the Living Streets' Equality, Diversity and Inclusion policy		✓
Understanding of, and commitment to, the agenda of Living Streets		✓

It would be preferable for applicants to also demonstrate:

Desirable Criteria	From application (✓)	At interview (✓)
Experience		
Experience of website CMS, email broadcast tools and CRM	✓	✓
Knowledge and skills		
Good understanding of the not-for-profit sector	✓	✓
Knowledge of Living Streets agenda and issues relating to local transport, environment and health	✓	
Knowledge or lived experience of working with marginalised communities and groups	✓	