



## **JOB DESCRIPTION AND PERSON SPECIFICATION COMMUNITY & ACTIVITIES OFFICER**

### **THE HEADLINES**

We have no Planet B and time is running out. Engineers Without Borders UK engages and galvanises the engineering community to serve all people and our planet better than ever before. We're now looking for a passionate, proactive and well organised individual to join our team and support our community to deliver change. If this is you, apply to become our new Community & Activities Officer.

Responsible for: Coordinating community involvement in our programmes and activities and supporting the delivery of key events.

Location: London, UK

Type of post: Full time, 18 month contract

Salary: £22.5-25k per annum depending on experience

Leave: 24 days per annum, plus public holidays and 27-31 Dec

Pension: Up to 5% matched employer contribution to workplace pension scheme

Start date: As soon as possible

Application deadline: Midnight (BST), Sunday 19 July 2020

Interview date: Week of 3 August 2020, London / Virtually

### **ENGINEERS WITHOUT BORDERS UK**

We lead a movement to put global responsibility at the heart of engineering. We do this through our awareness raising campaigns, our engineering education programmes delivered in universities around the world and by showcasing globally responsible engineering in practice.

We recognise the impact engineering has on people and the planet every day. Embedding global responsibility is embedding social and environmental responsibility into engineering mindsets and knowhow. This delivers better technologies, systems and infrastructure to serve all people and the planet today and for generations to come.

As a movement we can achieve so much more by empowering others and working in partnership than we could acting alone. We're proud to be part of a global movement of over 60 Engineers Without Borders organisations around the world who together are delivering long-term positive social and global development.

## **JOB DESCRIPTION**

Since Engineers Without Borders UK was established over 15 years ago, people and community have been at the heart of what we do and how we do it. We would not be where we are today without the hard work of many hundreds of people who have volunteered their time to build our movement and benefit people through our training and project work, to date this extends to over 67,000 people. We're now significantly increasing that number annually, so we're looking for a Community & Activities Officer to join our team and increase our capacity to support our members and wider community to listen, learn and take collective action in support of ensuring engineering serves all people and our planet .

In this role, your primary responsibilities will be to our community and activities in universities, including:

- **Community liaison:** building and maintaining relationships with and between individuals in our community, including our members, student members and academics, providing them with both proactive guidance and reactive support to ensure they play a key role in delivering our impact and encourage their continued involvement.
- **Logistics:** supporting the key administrative processes associated with our community activities and programmes, including: annual sign up and onboarding processes; organising the logistics for key Engineers Without Borders UK events; supporting groups within our community to organise their own events and activities; managing a speaker directory so that we have a suite of people we are confident can speak at community events; coordinating visits for members of our staff team to meet with and present our work to key stakeholders; supporting the development of 'how to' guidance packs and resources, and automated emails to improve the delivery of our programmes and community activities.
- **Monitoring and reporting:** Maintaining and updating records of community activities for monitoring and evaluation purposes, feeding into monthly progress reporting, quarterly updates to the Board of Trustees and annual reports to our community, supporters and donors.

As part of a small effective team, you will also be expected to contribute and provide support to others in the overall improvement of the organisation. This is a great opportunity to develop broader skills and experience as part of your professional growth as well as being part of a supportive, dependable team.

## IN MORE DETAIL: YOUR FIRST YEAR

In your first year with us your focus will primarily revolve around our community and activities in UK universities. This includes:

- **Coordinating our presence in universities:** we deliver education programmes in engineering curriculum, such as the Engineering for People Design Challenge, in partnership with resident academics. We also have affiliated student societies called 'Chapters' where students can join our movement and get involved in driving forward their own and others' understanding of global responsibility in engineering beyond their degree course. To support our Chapters and academics we provide resources, lectures and workshops directly ourselves as well as join / host meetings with other stakeholders at their institutions to help gain greater support for our collective activities. As the team member in most frequent touch with our Chapters and academics you will feed in the insight and feedback from them into our wider work, and support their requests for our team's involvement such that it makes most effective use of our small team's time and enables us to present our work holistically to as many people as possible where appropriate. You will also support the development of shared systems and processes that bring together our work in universities.
- **Supporting our community of student members:** We have around 25 Chapters around the UK and they are a key part of the Engineers Without Borders UK movement. Each chapter has a committee who are responsible for providing space for Chapter members to learn how engineering can change the world, to discuss ideas with others and decide how best to act. Chapters achieve this through activities, projects and training that highlight and teach the importance of globally responsible engineering. You will be the day to day contact for our student members and Chapter committees, ensuring they play a key role in delivering our impact by providing them with guidance about how to manage an effective Chapter and run a successful year of activities, responding to any queries they may have and ensuring that they all go through and understand the annual affiliation, onboarding, reporting and offboarding processes.
- **Supporting our community of academics:** our community of 60 academics support our work by delivering engineering education programmes within the curriculum that allow students to learn about global responsibility in engineering. Our biggest programme is the Engineering for People Design Challenge. We provide academics with resources and support to deliver the programme at their university and that support comes directly from our team as well as from other academics and experts in our network. You will be the day to day contact for our academics, ensuring that they have the support and resources they need to deliver engaging education content, putting them in touch with relevant people, building a stronger academic network and feeding back their insight to continue to improve our programmes.
- **Youth outreach:** we have many student and professional volunteer Ambassadors who deliver workshops in schools to inspire the next generation of globally responsible engineers as part of the national STEM Ambassadors programme. You will facilitate

engagement with our youth outreach initiative, coordinating the recruitment, training and support of Ambassadors and recording delivery of workshops.

- **Administrative support to the Engineering for People Design Challenge:** this coming academic year we will engage over 6,000 students in the UK and Ireland in the Engineering for People Design Challenge. We want to ensure they all have a positive experience and are excited about continuing their journey to becoming a globally responsible engineer and that they take up other engagement opportunities within our community (e.g. membership). Your role will be to support the Engineering Programmes Manager and Engagement Coordinator in ensuring the processes for student ideas submission, reviewer recruitment, student ideas grading and feedback, and grand finals selection are fit for purpose and then take a lead role in implementing these processes under their guidance.
- **Supporting community training events:** throughout the year we have training opportunities for our community. Currently this centres around 'Building Community Leaders' just before the academic year begins to train Chapter committees and academics delivering our programmes (depending on your start date you may be able to join this) and 'Inspiring Community Leaders', a celebratory, reflective and look ahead event which happens around March / April as Chapter committees wrap up and handover to new committees and academics have wound up their main teaching for the year prior to exam season. You will support the Engagement Coordinator with the logistics, participant registrations and preparing the resources for these events.
- **Incoming queries:** you will be the primary triage for incoming queries via our website and community email addresses, responding to queries and/or forwarding on to relevant team members where necessary. You will support the Engagement Coordinator to run analytics and evaluate results to identify ways in which we can continue to improve the support and responses we provide to those in our community and who are interested in our work.
- **Speaker database:** we have many people within our community who have expertise and insight relevant to globally responsible engineering and who would make great speakers. Currently that pool of people is small but we know it could be much larger and would enable more talks and workshops to take place if we were able to more effectively coordinate this activity. You will support the Head of Engineering and Engagement Coordinator as they build a database based on relevant criteria to enable speaker selection and then take over management of this database to respond to and manage speaker requests throughout the year.

## PERSON SPECIFICATION

To ensure you're the right person for the role and can achieve success for yourself and Engineers Without Borders UK, we think that the following skills, expertise and attitudes are essential for the role of Community & Activities Officer:

- Passionate about making a positive difference to people's lives and the planet, and you see how engineering has a role in this.
- 'Can do' attitude, highly organised and a self-starter.

- Experience of building and managing multiple relationships and coordinating people to deliver activities and/or navigate events.
- Excellent communication skills, ability to engage different audiences by identifying what they are interested in and matching that with how they can support our work using an innovative and creative approach.
- Excellent interpersonal skills and the ability to work as part of a team and on your own initiative.
- Experience of organising events and of managing multiple tasks simultaneously, delivering work to a high standard.
- Ability to quickly pick up and use new digital systems/software.
- Commitment to the organisation's purpose and values.

And if we were putting together our ultimate wish list, we'd also include the following. But these can be learnt on the job so we're highlighting them as desirable and/or your development opportunities with us:

- Knowledge of engineering and technology and how it impacts on human development, either through educational qualifications and/or through own study and interest.
- Experience of the university environment and working with students and/or academics.
- Experience of working in an organisation with a decentralised structure
- Experience of managing volunteers.
- Confident presenting to groups of people.
- Experience in building and maintaining logistical processes to increase efficiency.
- Volunteering experience yourself.

Specific knowledge and experience of GSuite, Microsoft Office, mail management systems (Zendesk) and Mac OS would be an advantage upon appointment but we can teach you how to use these.

## **OUR TEAM**

We believe that the performance of our team is dependent on a diverse group of people coming together under a common purpose with shared values and principles. Our purpose is to engage and galvanise the engineering community to serve all people and our planet better than ever before. Our values are Visionary, Transformative and Collaborative and they are embedded into everything we do. For our people, these values translate into the following behaviours which are expected of everyone, including new hires:

<p><b>Passionate about our purpose</b> Is driven by deep feelings and motivations but recognises the bigger picture and is not self-righteous or judgmental of others.</p>	<p><b>Inquisitive</b> Is willing to learn and contribute with a curious mind and constructive thoughts and feedback.</p>
<p><b>Creative</b> Able to bring new ideas and approaches and has an opportunity driven mindset whilst recognising the importance of focus and clear direction.</p>	<p><b>Professional</b> Acts with integrity, recognising role as an ambassador for Engineers Without Borders UK. Well organised, punctual and self-motivated, delivering work to a high standard.</p>
<p><b>Team Player</b> Caring and supportive of others, keen to nurture the growth of others whilst maintaining awareness of self and personal development.</p>	<p><b>Open and inclusive</b> Open to the ideas and suggestions of others. Willing to encourage the insight of others and invite challenge to your own thinking.</p>
<p><b>Respectful</b> Aware of diversity and respectful of different opinions, always assuming positive intent and working with others to find common direction. Able to follow and respect decisions, as well as make decisions that are respectful of others.</p>	<p><b>Dependable</b> Trustworthy and genuine, reliable and self-disciplined, doesn't over-commit or set unrealistic expectations, is sure to communicate challenges so that they can be dealt with in a timely manner.</p>

## WORKING FOR ENGINEERS WITHOUT BORDERS UK

We know our staff are driven by our cause, but we also know that to attract and retain the very best talent and maintain a high performing environment, our culture, working practices and your employment package are important.

## OUR CULTURE

We value a positive working environment for everyone on our team. We therefore expect all staff to demonstrate the following behaviours: passionate about our purpose, creative, team player, respectful, inquisitive, professional, open and inclusive, and dependable. We expect this of new hires and you can expect this from your team mates. You can expect support throughout your employment with us including an induction, regular feedback, appraisals, weekly team meetings and peer nominated recognitions.

## WORKING TIME, PLACE OF WORK AND TRAVEL

We value what you deliver so your performance in this role will be judged on results. However, this is a full time position with a commitment of 37.5 hours per week. We operate flexible working hours around a core hours expectation of 10am - 4pm Monday to Friday when you're not out and about supporting our academics, students, or wider

community. This core hours expectation ensures we can work together effectively as a team as well as enabling us to be supportive of any personal commitments you may have outside of work. At the current time, due to the coronavirus pandemic, our team is working from home in line with Government recommendations. We are planning a phased return to the office in London and all staff are expected to return to office working when appropriate, in line with our safe working guidelines and when they are comfortable to do so.

Working with members of our community in the UK and other international time zones is a key and exciting part of this role. This means that you will have some evening and weekend work, and travel within the UK with some nights away from home. On occasion there may be international travel. In recognition of this, we operate a Time Off In Lieu (TOIL) system for 'Out of Hours' work to help you keep a work-life balance.

## **YOUR EMPLOYMENT PACKAGE**

We are committed to ensuring that our salary and benefits are in line with the standards of our sector to ensure that we remain competitive. For the Community & Activities Officer:

- The starting salary is £22,500-£25,000, depending on your experience. This is an 18 month, full time contract.
- You will have access to our workplace pension scheme that is compliant with new auto-enrolment legislation and is also enhanced: we will match contributions of up to 5% of salary.
- You will have 24 days annual leave plus public holidays plus the period 27-31 December.
- You will be able to take up to two days additional leave per year to volunteer for other charitable causes.
- You will have access to a Staff Development Scheme in support of continued professional development towards membership of a professional body relevant to your role.
- You will have access to our Employee Assistance Programme; for confidential 24/7 support from an experienced therapist or advisor and through our online health portal.
- We offer enhanced parental leave and sick pay and you can also join a Bike to Work scheme.

## **TO APPLY**

To apply please send a CV (two pages maximum) and a covering letter (up to two pages) to [hr@ewb-uk.org](mailto:hr@ewb-uk.org) with the job title in the subject line. Please outline clearly in your covering letter:

- Your reasons for wanting to join the team at Engineers Without Borders UK
- How you meet the role description and person specification

- Your availability to be interviewed during the week of 3 August (virtually and/or in London)
- Your eligibility to work in the UK
- Where you saw the role advertised

The deadline for applications is midnight (BST) Sunday 19 July 2020 and we expect to interview shortlisted candidates during the week of 3 August 2020.

## RECRUITMENT INFORMATION

- We receive high volumes of applications for all roles so, to keep administrative costs to a minimum, we will only contact short listed candidates.
- Some part of the interview for shortlisted candidates is likely to be held at our office in central London (depending on current guidelines). Unfortunately, it is not our policy to reimburse expenses for attending interviews at Engineers Without Borders UK.
- Engineers Without Borders UK has a legal responsibility to ensure that all its employees have the right to live and work in the UK. An offer of employment will be subject to the organisation verifying that you are eligible to work in the UK.
- Engineers Without Borders UK is committed to selecting candidates for employment based on aptitude and ability, irrespective of gender, race, ethnic origin, disability, nationality, sexuality, religion or belief, marital status or social class.
- Please refer to our [Privacy Policy](#) for details of why and how we collect and store your data.