Community Engagement Manager

Position description and person specification

Who we are
The Francis Crick Institute will be a world-leading centre of biomedical research and innovation. It is currently being built in Somers Town, central London. Due to open in 2015, it will bring together biologists, chemists, physicists, mathematicians, engineers, doctors, IT specialists, and others to pursue vital ground-breaking research into health and disease, turn discoveries into treatments and improve people’s lives.

The institute will have the scale, vision and expertise to tackle the most challenging scientific questions. It will house some 1,500 staff and be located in new, purpose-built laboratories within easy reach of national research centres, top hospitals and clinical facilities.

The Crick is a registered charity supported by six partners: Cancer Research UK, the Medical Research Council, the Wellcome Trust, UCL (University College London), Imperial College London and King's College London.

Research at the Crick will be based on the world-class work currently carried out at the founding institutes: the Medical Research Council's National Institute for Medical Research and Cancer Research UK's London Research Institute; and in the laboratories of UCL, Imperial College London and King's College London. For more information about the Crick, visit our website - www.crick.ac.uk.

The role
The Community Engagement Manager will play a key role in the success of the new Institute. Working closely with both internal and external stakeholders, the Community Engagement Manager will further develop the Crick’s highly successful community engagement strategy, strengthening and establishing relationships/partnerships with the communities in and around Somers Town.

At the heart of the Crick’s community engagement strategy is the Living Centre, a community space within the Crick’s building that will be developed and run in partnership with the community, to help improve health and wellbeing in the local area.

Our aspirations for the Living Centre reflect our ambitions for the Crick. We believe that by working in partnership with the local community, through the Living Centre, the Crick has a unique opportunity both to help tackle health inequalities and to engage the community with the Institute’s work.

A priority task for the Community Engagement Manager will be to manage the development and set-up of the Living Centre.

The Community Engagement Manager reports to the Head of Communications and Engagement; they will work closely with other members of the communications and engagement team, the Crick Executive, colleagues from the partner organisations, local stakeholders and community organisations, and external professional advisors where appropriate.
Duration of the Role
It is in the nature of a project such as the Crick that many roles are effectively time-limited, in this case to March 2016 or thereabouts. However, given the personal visibility the role will offer, the person who is successful in this demanding job would be a strong candidate for other positions in the Crick.

A secondment from one of the partner organisations would be considered favourably by the Crick if agreeable to the partner.

Objectives
Specific objectives will include, but not be limited to:

1. Developing, implementing and evaluating the Crick’s community engagement strategy
2. Leading on the development and set up of the Living Centre, to include setting up a steering group, overseeing a community consultation, and managing the development of the Living Centre’s objectives, offer, and business model
3. Developing strategic relationships with local stakeholders (including local residents and their representatives, community/third sector organisations, and local authority public health teams)
4. Providing feedback and strategic advice on community engagement to the Head of Communications and Engagement and the Executive
5. Commissioning/co-producing community health and wellbeing projects
6. Managing the Crick’s small grants programme (the Community Chest), which supports community initiatives to improve health and wellbeing
7. Ensuring the Crick complies with the requirements of its S106 planning agreement with the London Borough of Camden, as these relate to community engagement
8. Managing the Crick’s Community Liaison Group, Construction Working Group, and Living Centre Working Group
9. Identifying and developing opportunities to collaborate with other organisations on community engagement activity, including the Crick’s partners
10. Producing the community newsletter and other materials as required, including website copy, reports and briefing documents, and other publications
11. Ensuring community engagement is integrated with the Crick’s communications and public engagement with science activity, and with its science strategy
12. Contributing to the work of the wider communications and engagement team, including internal/external communications, public affairs, media work and events, as appropriate.

Community Engagement Manager Person Specification
This role is an excellent opportunity for an experienced engagement/communications specialist to develop the Crick’s community engagement model and to become involved at a crucial stage in the creation of this new and world class scientific research institute. The successful candidate will be a highly motivated, high achieving engagement or communications professional with a strong interest in both embedding social responsibility in a new organisation and improving local health outcomes.

The role will require the following:

Experience
- Significant experience of working in community engagement and/or communications, and on potentially sensitive projects
- Budget management experience
• Significant project management experience, including experience of commissioning/co-creating and managing community projects (experience of health projects is desirable)

• Experience of working with a range of stakeholders, including hard-to-engage communities, local government, healthcare providers, third sector organisations and academic institutions.

Knowledge
• Educated to degree level or equivalent and holding relevant professional qualifications

• Excellent knowledge of methods and channels for engaging with a wide range of stakeholders from a variety of backgrounds

• A comprehensive knowledge of good communications and engagement practice and of how to translate practice into innovative and effective solutions

• A demonstrable understanding of health inequality issues and approaches to tackling these

• Knowledge of the voluntary and not-for-profit sectors

• A demonstrable understanding of and commitment to equality of opportunity in employment.

Skills
• Outstanding communication skills, both oral and written, and the ability to engage and build relationships with a range of stakeholders

• Strong organisational and planning skills, the ability to prioritise in the face of competing demands, and proven success in delivering work personally (and through others) to tight deadlines

• Excellent interpersonal skills, enabling the post holder to influence at all levels and to work effectively as part of a team

• Computer literacy enabling the effective use of the Microsoft suite of packages.

Personal attributes
• An interest in health issues and biomedical research

• Entrepreneurial and imaginative

• High levels of self-motivation, with the ability to work within an environment subject to change

• Flexible attitude to working environment and ability to work as part of a team

• Energy and drive with a focus on delivery.

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