

RUGBY BOROUGH COUNCIL

JOB PROFILE

Post No.

Post Title: Community Engagement Officer - Waste

Unit/Team: Communication, Consultation & Information Team

Grade: Grade D

Service: Digital & Communications

Reports to: Communication, Consultation & Information Manager

Issue Date: July 2025

PURPOSE OF THE JOB

- Work with the council's Communications Team to develop communications assets and engagement programmes on waste and recycling as part of the Food Waste implementation project.
- Ensure consistent and high corporate standards of customer service and communications.
- Provide relevant and timely information to meet the needs of all of Rugby's communities.
- Deliver high quality communications and engagement for the Council.

Liaise with council services to make effective use of all available council-run engagement opportunities.

Liaise with partners to create new engagement opportunities of mutual benefit.

This role is fixed term and funded by the UK Government.

1. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- 1.1 Create and attend a programme of engagement events and activities to promote the council's Food Waste implementation project around the borough.
- 1.2 Work with the communications team to ensure the council has a comprehensive suite of information and engagement resources available for deployment on online and offline channels.

- 1.3 Work with the equality and diversity advisor to ensure engagement is accessible to seldom heard communities and those who might otherwise be excluded.
- 1.4 Collate community feedback on the council's Food Waste implementation project to identify barriers to uptake, and work with the waste team on potential ways to mitigate.
- 1.5 Ensure calls to action link to clear, relevant and well-structured web content.
- 1.6 Prepare briefings for internal colleagues about the Food Waste implementation project and provide key messages for customer-facing staff.
- 1.7 Support the Communications, Consultation & Information Manager in:-
 - i) Implementing the consultation, communications and community engagement strategies.
 - ii) promoting equality & diversity to ensure that legislation and standards are met.
 - iii) managing the Council's Corporate Public Relations and Communications resulting in an enhanced reputation and profile recognised locally, regionally and nationally.
- 1.8 Research, write and distribute content and identify opportunities for positive news stories. Write regular articles for other publications e.g. Tenant Times.

2. OTHER DUTIES AND RESPONSIBILITIES

- 2.1 Attend public meetings and consultation events as required to promote community consultation and engagement including occasional evening and weekend events.
- 2.2 Provide media relations support out of hours if required in the event of an emergency.
- 2.3 Be aware of Health and Safety legislation and so far as it is reasonably practicable, ensure compliance with the Health and Safety at Work Act, the Council's Safety Policy and the Departmental Safety Policy.
- 2.4 Represent the Communications, Consultation and Information Manager at such meetings as required.
- 2.5 Represent the council at external meetings, conferences and workshops, as required.
- 2.6 Any other reasonable duties as requested by your manager, in line with your skills and knowledge.

3. SUPERVISORY RESPONSIBILITIES

None

4. FINANCIAL RESPONSIBILITIES

Raising POs, checking and goods receipting invoices, raising virtual credit card payments.

5. RESPONSIBILITY FOR ASSETS AND DATA

To be responsible for all data and assets as required for the role.

6. EXTENT OF PUBLIC CONTACT

Attendance at public community engagement events and activities.

7. WORKING CONDITIONS AND ENVIRONMENT

Hybrid working.

8. CORPORATE RESPONSIBILITIES

All staff have to act within the Council's rules and follow all reasonable management requirements. These are contained within: the Council's Standing Orders, Employment Policies, Constitution and Code of Conduct for Employees. Other documents may be introduced at times setting out rules of the Council. These will cover responsibilities and requirements for the following:

Financial Accounting
Equality and Diversity
Health and Safety
Risk Management
Anti- Fraud
Data Quality and Data Protection
Business Continuity
Major Emergency Plan
Procurement and Contract Management
Safeguarding of Children and Vulnerable Adults

Copies of the relevant rules and policy are available on the staff intranet or from your manager

In addition, all employees are expected to behave in line with our Values and

Behaviours and challenge other employees whose behaviour is against our values.

9. KNOWLEDGE, SKILLS, EXPERIENCE AND QUALIFICATIONS

Refer to Person Specification attached.

Signed as agreed:

Postholder

Date

PERSON SPECIFICATION



Post: Community Engagement Officer - Waste

For effective performance of the duties of the post the postholder will be able to demonstrate that they have the skills and/or knowledge detailed in 'Essential Criteria'.

Criteria	Essential/ Desirable	Method of Assessment
Good standard of education	E	D
Excellent standard of written and oral English	E	D,A,I
Experience working with residents and community groups from a variety of backgrounds, including hard to reach communities	E	A,I
A friendly and engaging manner, including ability to develop effective relationships with staff/external stakeholders and a diverse range of groups	E	A,I
Good IT skills including experience and knowledge of web communication, content creation and management.	E	A,I
Ability to quickly acquire knowledge and understanding of Council structures, processes and issues.	E	A,I
Ability to work under own initiative	E	A,I
Organisational skills e.g. good time management, prioritising workloads.	E	A,I
A commitment to work within our CAN DO values	E	A,I
Driving license and access to a vehicle	D	D

Application	A
Interview	I
Test (written, presentation, practical – eg word processing)	T
References	R
Documentary – eg certificates	D