



Birmingham Botanical Gardens is looking for an experienced and enthusiastic Engagement Coordinator to support the Engagement & Learning Team.

The Gardens are in a period of change and have recently secured a Round 1 National Lottery Heritage Fund (NLHF) grant towards a £13.8m capital project. The project aims to restore the historic glasshouses, upgrade site infrastructure and displays, and improve the visitor experience for all.

Birmingham Botanical Gardens (BBG) are keen to see applications from people of all backgrounds and communities and are committed to representing the diverse nature of the city. The Gardens look forward to receiving applications from all suitable candidates and will conduct inclusive recruitment processes based on attitude, experience, and qualifications. BBG are also committed to ensuring that no-one invited to interview should be excluded due to financial circumstances and will reimburse anyone attending interview (related costs must be supported by receipts) if required.

Role Title	Engagement & Learning Coordinator
Contract Type	3.5 days per week (0.7FTE) Part-time fixed-term contract until 21 st November 2024
Team	Engagement & Learning
Reports to	Head of Engagement & Learning
Salary	FTE salary £24,336
Date issued/revised	January 2024

This post is funded by The National Lottery Heritage Fund as part of the Garden's Major Project.

Role Purpose

This important new post has been created to support BBG's planned £13.8m major National Lottery Heritage Fund '**Growing Our Green Heritage**' development project and is needed to support the Engagement & Learning Team and essential to BBG's charitable purpose, objectives, and development.

The Engagement & Learning Coordinator will coordinate and support the delivery of BBG's innovative and developing Engagement and Learning (E&L) programme. The postholder will be responsible for researching, designing and delivering strategic pilot projects to engage new audiences and contribute to achieving our Round 1 NLHF objectives. These programmes will nurture inspiring opportunities for audiences and communities to connect and create meaningful interactions with the Gardens and associated heritage stories, whilst also contributing their voices to help shape our 'Growing Our Green Heritage' project.

The postholder will be responsible for supporting the development and delivery of three specific strands of Round 1 pilot work:

- Health and Wellbeing: to include social prescribing; working with local community organisations to support access; trialling pilot health and wellbeing activities such as walks and workshops
- Young Persons' Panel: the development of a small-scale pilot project to engage young people from Birmingham and provide meaningful opportunities for their voices, requirements and contributions to be embedded within BBG's 'Growing our Green Heritage' project
- Family programme: support the development and delivery of a pilot outdoor activity programme to engage families and support them to engage with nature, native wildlife, flora and fauna and explore bushcraft/wilderness practices

The postholder will play a critical role in documenting and evaluating the outcomes of these Round 1 projects to support the development of BBG's Round 2 NLHF application.

Reporting to and working closely with the Head of Engagement and Learning (HoEL), the postholder will also provide operational and administrative support to the HoEL.

This is an exciting opportunity for a creative, enthusiastic and experienced engagement practitioner to join BBG at a pivotal moment and contribute to making real change happen as we develop our Engagement and Learning programme and progress our Major Project to Round 2.

Job Summary/Key Responsibilities

Young Persons' Panel:

- Conduct targeted local research and mapping to inform the planning and delivery of BBG's pilot Young Persons' panel.
- Reach out to identified local community contacts to raise awareness, encourage participation/collaboration and establish partnerships; positively develop and maintain these relationships.
- Design and deliver a small-scale pilot Young Persons' Panel project from start to finish, to include liaising on communications and marketing content, recruiting young people, planning and delivering sessions with young people, sharing outcomes, evaluating the project, planning legacy.

Health and Wellbeing:

- Conduct targeted local research and mapping to inform the planning and delivery of BBG's pilot health and wellbeing projects.
- Reach out to identified local health and wellbeing contacts to raise awareness, encourage participation/collaboration and establish partnerships; positively develop and maintain these relationships.
- Oversee the current social prescribing pilot partnership between BBG and Edgbaston Archery and Lawn Tennis Society, seeking and pursuing opportunities for development and growth, and ensuring effective documentation and evaluation.
- Design and deliver a pilot programme of health and wellbeing walks for specific groups and demographics (e.g. Wellbeing Walks; Dementia Walks; Quiet Walks), ensuring effective documentation and evaluation.

Family programme:

- Conduct targeted local research and mapping to inform the planning and delivery of BBG's pilot family programme
- Work closely with the HoEL and Conservation Ranger to design and deliver accessible and inclusive outdoor family activities
- Inform the planning and development of BBG's wilderness project to inform the NLHF round 2 application
- Share outcomes and evaluate the pilot activity

Engagement and Learning Programme Delivery and Administration:

- Design creative, innovative and deliverable E&L projects, activities, events and resources to budget and deadline.
- Plan and coordinate the logistics of delivery for E&L activities, events and resources to include ordering and preparing materials/equipment, booking in staff and volunteers, diary management, communications, health and safety and all other administrative tasks as required.
- Attend relevant city and community meetings/events and be a positive advocate for BBG.
- Build and maintain positive relationships with BBG's audiences, external partners, stakeholders and advocacy organisations.
- Identify appropriate artists, creative practitioners and external partners to collaborate with, and coordinate their contribution to the programme effectively.
- Work proactively and collaboratively with BBG's Communications and Marketing Manager to ensure that E&L programmes are effectively communicated.
- Working with the HoEL, develop an Engagement and Learning Volunteer role description to support the delivery of the programme.
- Contribute to the recruitment of Engagement and Learning Volunteers and (with the support of the HR Manager) deliver best practice onboarding, induction, supervision and proactive engagement of the volunteers to deliver on NLHF project outputs.
- Be responsible for effectively documenting and evaluating E&L projects.
- Ensure the correct use of image consent forms and be responsible for archiving them effectively and in compliance with GDPR.
- Produce risk assessments for E&L activities and be responsible for archiving them effectively
- Deliver activities within the given budget, being responsible for recording and monitoring all expenditure in line with BBG financial systems and procedures.
- Assist in the reporting of outcomes to funders, and internal/external stakeholders, including data collection, evaluation and producing reports/presentations.
- Proactively engage in CPD opportunities, continually researching best practice in the sector and developing relationships with relevant organisations/colleagues to share practice, seek expert advice and grow knowledge.
- Contribute to a BBG team culture of sharing practice, critical analysis, and reflection by proactively participating in team meetings and activities.

Principal Accountabilities

- To work in accordance with BBG's Values and Behaviours, to ensure that you are working hard and go above and beyond to deliver excellence to maintain and improve BBG for current and future generations.

- Positively contributing to ensuring that the BBG work environment is one that supports Equalities, Diversity, and Inclusion for all – including, but not restricted to: staff, volunteers, trainees and apprenticeships, members of the public.
- Be an enthusiastic ambassador for BBG, contributing to the visitor experience by contributing to public engagement, interpretation, and marketing.

This job includes the following hazards or safety-critical activities:

- Lone Working (infrequent)
- Work in hot or cold environments
- Manual handling (infrequent)

PERSON SPECIFICATION

Area	Essential	Desirable
Knowledge	<ul style="list-style-type: none"> • Working understanding of audience and community engagement practice • A passion for engaging diverse audiences and communities with the outdoors, nature and heritage • Experience in delivering engagement activities with diverse audiences 	<ul style="list-style-type: none"> • An understanding of the not-for-profit sector, preferably knowledge and interest in the botanical heritage and environmental sectors. • Knowledge of Birmingham and it's communities • Working understanding of engagement with a STEM or STEAM focus
Experience	<ul style="list-style-type: none"> • Experience in nurturing and developing positive relationships with diverse audiences, community partners and external stakeholders • Experience in planning and delivering accessible engagement projects, events, workshops or activities that meet strategic objectives • Demonstrable experience of working to a brief, establishing priorities and delivering to deadline • Experience of working with a wide range of age groups and a diverse range of different demographic groups 	<ul style="list-style-type: none"> • Delivered a successful engagement project with a focus on garden, heritage, culture, museum, horticultural or related subject matter • Demonstrable experience in identifying the opportunities within a collection or heritage asset and translate them into engaging and accessible projects/activities • Experience of working with/recruiting/managing volunteers • Experience of delivering a young persons' engagement project • Experience of delivering a health and wellbeing engagement project

		<ul style="list-style-type: none"> • Experience of contributing to communications and marketing outputs and/or working effectively with communications and marketing colleagues
Qualifications	<ul style="list-style-type: none"> • Degree educated or with demonstrable experience and in-depth understanding of community engagement, learning and education practice within a translatable context 	<ul style="list-style-type: none"> • Degree or post-graduate qualification in engagement, education, heritage or culture • Specific qualifications in engagement and learning practice
Skills	<ul style="list-style-type: none"> • Ability to nurture and develop positive relationships with diverse audiences, community partners and external stakeholders • Ability to see the opportunities within a collection or heritage asset and translate them into engaging and appropriate projects/activities • Ability to plan and deliver engagement projects, events, workshops or activities and ensure their successful delivery from start to finish • Creative and flexible approach • Person-centred, collaborative approach to engagement practice • Ability to inspire others • Exemplary communication skills; ability to effectively listen and verbally communicate with a diverse range of people in a range of settings to inspire and understand • Ability to manage and deliver a project working with volunteers and others • Skilled in use of IT/systems information management. • Excellent organisational skills; ability to meet deadlines 	<ul style="list-style-type: none"> • Understanding of the environmental and sustainability context of BBG

	<ul style="list-style-type: none"> • Ability to multi-task, prioritise and solve problems on own initiative • Ability to work independently and in a team and know when each approach is appropriate • Ability to coordinate resources and to work to a given budget 	
Accountabilities	<ul style="list-style-type: none"> • The Engagement and Learning Coordinator will deliver strategic engagement outputs aligned to the Round 1 Activity Plan • The Engagement and Learning Coordinator will contribute to the development of the NLHF Round 2 Activity Plan, as required by the HoEL • The Engagement and Learning Coordinator will manage volunteers as requested • The Engagement & Learning Coordinator will adhere to all BBG policies and procedures • The Engagement and Learning Coordinator will be expected to work at times that suit the audiences they are engaging • The Engagement and Learning Coordinator will be required to work offsite in community locations as required • The Engagement and Learning Coordinator will demonstrate an active commitment to Equality, Diversity and inclusion 	

Terms of appointment:

- The postholder will be required to work primarily in-person at Birmingham Botanical Gardens to deliver onsite engagement activity with our audiences.
- This is a NLHF Development stage role. It is a part-time fixed term contract running until 21st November 2024. We anticipate the successful candidate taking up post in spring 2024 on a mutually suitable date.

Enquiries: If you have any questions or wish to have an informal discussion about the role please email Jen Ridding, Head of Engagement and Learning: jen@birminghambotanicalgardens.org.uk

To apply: Please send your CV and covering letter to jobs@birminghambotanicalgardens.org.uk

Application deadline: 5pm on Thursday 29th February 2024

Interviews: Monday 11th March 2024

Alternative dates for interview will be considered on a case-by-case basis.

Interviews will be held in-person at Birmingham Botanical Gardens. Online interviews will be considered on request to accommodate specific travel or access needs.