



JOB DESCRIPTION

JOB TITLE:	Maryport South Pride in Place Officer
EMPLOYER:	Maryport Horizons CIC
HOURS:	22.5 hours – 30 hours/week
LOCATION:	Flimby, Ellenborough and Broughton Moor
SALARY:	£32,000 - £35,000 FTE
CONTRACT:	Fixed term for 2 years, with potential to extend subject to programme funding and ongoing need.
ACCOUNTABLE TO:	Pride in Place Neighbourhood Board

MAIN PURPOSE OF THE ROLE:

The Pride in Place Officer will support the successful delivery of the Pride in Place programme by working directly with residents, community groups, local organisations and partners. The role will help ensure the programme is community led, inclusive and well organised, with residents able to shape decisions and see how their feedback is influencing local priorities.

The postholder will undertake community engagement, provide practical support to the Neighbourhood Board, and help turn community ideas into projects and activities that make a difference locally. It requires strong coordination, communication and relationship-building skills.

KEY TASKS

1. Community Engagement and Participation

- Develop, coordinate and deliver inclusive community engagement activities that enable residents to shape the Maryport South Pride in Place Community Investment Plan and emerging projects.
- Build trusted relationships with residents, voluntary and community organisations, informal groups, schools, businesses, local services and other stakeholders.
- Support surveys, workshops, drop-in sessions, community conversations, events and other engagement activity.
- Work to remove barriers to participation and ensure a wide range of voices are heard, including people who may not usually engage in formal meetings or consultations.
- Capture, organise and summarise community feedback and insight for the Neighbourhood Board and relevant partners.
- Maintain a visible and approachable presence within the Pride in Place area, spending regular time in community settings.
- Represent Pride in Place positively at local meetings, events and forums.

2. Project Development and Delivery Support

- Support the development of community-led project ideas that emerge through engagement and Board discussions.
- Work alongside residents, community groups and partners to help shape ideas into realistic activities or project proposals.
- Assist with project planning, coordination, delivery arrangements and progress tracking.
- Support local groups and delivery partners to understand programme expectations, timescales and reporting requirements.
- Help identify practical barriers to delivery and work with the Programme Manager, Board and partners to resolve issues.
- Support the administration of small grants, commissions or engagement funding linked to the programme, where required.
- Attend project meetings, site visits and community activities as needed.

3. Communications and Promotion

- Prepare accessible and engaging content for social media, newsletters, websites, posters and other community communications.
- Promote opportunities for residents to get involved in engagement activity, Board recruitment, events and project development.
- Support transparent feedback loops so residents understand what has been heard, what is happening next and how decisions are being made.
- Collect stories, photographs, case studies and examples of impact, ensuring consent and data protection requirements are followed.

Maintain accurate contact lists and support regular communication with residents, partners and stakeholders.

4. Supporting the Neighbourhood Board

- Provide day-to-day administrative support to the Maryport South Pride in Place Neighbourhood Board and any agreed working groups.
- Organise meetings, book venues, manage invitations and circulate information.
- Prepare agendas, papers and supporting information.
- Take accurate notes of meetings and keep action logs up to date.
- Follow up actions with Board members, partners and project leads.
- Support the Chair and Board members to ensure meetings are well organised and decisions are recorded.
- Maintain organised programme records, including attendance, declarations of interest, meeting notes and key documents.

5. General Responsibilities

- Work in accordance with organisational policies and procedures, including safeguarding, equality, diversity and inclusion, health and safety, data protection and confidentiality.
- Undertake training and development as required.
- Work flexibly and collaboratively with the Programme Manager, Board Chair, Board members, accountable body, local partners and community organisations.

- Carry out any other duties that are appropriate to the level and purpose of the role.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

PERSON SPECIFICATION

EXPERIENCE

Essential

- Experience of community engagement, resident involvement, volunteering, community development or similar work.
- Experience of organising meetings, events or community activities.
- Experience of organising meetings and keeping clear records, such as agendas, notes, action logs or similar documents.
- Experience of working with partners, community groups or stakeholders.

Desirable

- Experience of supporting funded community projects or grant programmes.
- Experience of supporting boards, steering groups, committees or community partnerships.

KNOWLEDGE

Essential

- Understanding of inclusive community engagement and the importance of resident-led approaches.
- Awareness of the challenges and opportunities facing local communities.
- Understanding of the importance of good record keeping, confidentiality and transparent decision-making.

Desirable

- Knowledge of the Pride in Place area and its communities.
- Understanding of monitoring, evaluation and impact reporting.

SKILLS & EXPERIENCE

Essential

- Experience of working directly with residents, volunteers or community groups.
- Excellent communication and relationship-building skills.
- Ability to build trust and work positively with people from different backgrounds and viewpoints.
- Strong organisational skills and attention to detail.
- Ability to work independently, use initiative and manage a varied workload.

- Ability to write clearly for different audiences, including minutes, updates and reports.
- Confident IT skills, including Microsoft Word, Excel, Outlook and Teams.

Desirable

- Experience using social media, websites, newsletters or other communications tools.
- Ability to summarise feedback and present findings clearly.

PERSONAL QUALITIES

Essential

- Approachable, reliable and professional.
- Positive, practical and focused on solutions.
- Committed to inclusive, resident-led ways of working and ensuring local voices are heard.
- Able to work calmly and constructively where there are different views or competing priorities.

OTHER REQUIREMENTS

Essential

- Ability to travel within the Maryport South Pride in Place area.
- Willingness to spend regular time in community settings.
- Flexibility to work some evenings and weekends, with time off in lieu in line with policy.