

## 1 Key Responsibilities

- **Communications:** Assist development of website content, fact sheets and other communication materials.
- **Media coordination:** Assist development of advertisements to inform the wider public about the project.
- **Local community engagement:** Undertake community engagement and liaison from the shop front and other organized events and house visits as needed.
- **Communications to key stakeholders:** Assist development of newsletters and social media campaigns to keep key stakeholders informed and develop a mailing list.
- **Manage inquiries & complaints:** Undertake responses to email and telephone enquiries, including dealing directly with routine enquiries and referring more complex enquiries to the appropriate people for attention.
- **Organise and run public events:** Assist organization of site tours, operating wind farm tours, stalls, and other community events.
- **Reporting & governance support:** Prepare reports as required. Attend meetings as appropriate.
- **Strategy:** Assist in developing and carrying out the Community Engagement Strategy.

## 2 Key Selection Criteria

### 2.1 Technical Expertise

- Demonstrated experience in communications, community development, community engagement and events management.
- Demonstrated competence with email, word processing, document creation and management, spreadsheets and databases.
- Competence with project management activities.
- Knowledge of the energy sector.

### 2.2 Knowledge & Skills

- **Planning Work:** Develops work plan for self and others to accomplish goals and prioritise actions. Able to meet deadlines and work under pressure.
- **Develop and Maintain Relationships:** Builds and maintain mutually beneficial, collaborative relationships.
- **Flexibility:** Can adapt to differing situations, factors, tasks, responsibilities and people whilst maintaining focus.
- **Outcome Focus:** Monitors and measures the progress and results of objectives in order to achieve goals.
- **Written Communication:** Communicates effectively in the written form in a manner appropriate for the intended audience.

## Position Description

### DWF – Community Engagement Officer

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- **Verbal Communication:** Expresses ideas effectively in a clear, concise and open manner appropriate for both individual and group situations.

### 2.3 Personal Qualities

- **Teamwork:** cooperates effectively with the team and works collaboratively to achieve work plan and pursue team goals.
- **Initiative and Accountability:** takes responsibility for actions and proactively implements work plan and addresses issues. Able to work with limited supervision.
- **Drive and Commitment:** is enthusiastic and committed; demonstrates a capacity for sustained effort and hard work; sets high standard of performance for self and others; enjoys a vigorous and dynamic work environment.