



<b>Role</b>	Senior Community Liaison Officer
<b>Reporting to</b>	Place & Purpose Director
<b>Contract</b>	Permanent
<b>Salary</b>	£25,000.00 per annum

**Context:**

The Auckland Project is seeking a Senior Community Liaison Officer who is a good communicator, understands how community networks and organisations work. Can see the big picture and build a rapport with all members of the community, stakeholders, VIPs and visitors to the town and surrounding areas.

**The role purpose:**

To work with key stakeholders, community groups and organisations to keep them involved, informed and update with all TAP activities in Bishop Auckland and Weardale, linking to the appropriate attractions as require. Working with key members of the Engagement dept. to develop activities to engage our stakeholders at the appropriate level in our activities for their benefit.

Working in the Engagement dept. this is a new function that will develop engagement strategies to link our work at The Auckland Project and Weardale Railway with key stakeholders in the Town and Weardale. The post holder will be expected to lead the function, working with the Engagement Director to develop the appropriate plans and strategies. The post holder will have line management for a Community Liaison Officer and volunteers.

**Key Responsibilities:**

The post-holder is responsible for the following key deliverables and accountabilities:

1. Work with community groups, organisations and business to keep them informed and engaged in all of TAP and Weardale Railways plans and activities
2. To develop two way communication between TAP and the relevant stakeholders and community groups
3. To represent TAP and WR at relevant public meetings link to any planning application or other relevant issue
4. Support new and existing community groups to strengthen their capacity, skills and knowledge to engage with TAP and WR for their benefit
5. Identify, promote and enable opportunities for joint partnership working in neighbourhoods

6. To lead the Volunteer Talk team to deliver talks and presentations on a variety of subjects to community groups and organisations such as WI, Rotary Clubs to build an awareness and understanding of TAPs work in the north east

### **Internal and External Relationships**

All HoDs and relevant managers, key stakeholders, community groups and business

### **Health & Safety**

Be committed to good health and safety and access practice, ensuring familiarity and compliance with TAP policies, procedures and guidelines and the health and safety of visitors, staff, volunteers and contractors at all times.

### **Person Specification:**

<b>Essential</b>	<b>Desirable</b>
General education at a least level 3	
Has excellent, written and presentation skills	
Can convey complicated messages simply and succinctly	
Good people manager	
Budgets	
Team player	
Developed projects with a number of stakeholders	
Understands GDPR	

### **The Auckland Project**

The Auckland Project is working to create positive change for those living, working and visiting Bishop Auckland. To do so we are creating a visitor destination in Bishop Auckland, incorporating Auckland Castle (once home to the Prince Bishops of Durham), a Spanish Gallery, Faith Museum, Walled Garden, Deer Park, Mining Art Gallery, Auckland Tower visitor centre and Weardale Railway.

We opened the Mining Art Gallery, in October 2017 and Auckland Tower in October 2018. Bishop Trevor Gallery, a temporary exhibition space within Auckland Castle, opened in June 2019, with the Castle re-opening to the public on 2 November 2019 following a three-year conservation programme. The other attractions will follow in stages in the years ahead, although our sites (apart from the Deer Park) are currently closed due to coronavirus.

Our visitor destination and community development programme broadly fits into four areas:

1. To help **individuals** by creating a sense of aspiration as well as providing opportunities for skills development
2. To help the **community** to become resilient and economically sound by creating opportunities for partnerships, building a year-round tourist market and supporting small creative industries to thrive
3. To protect, sustain and enhance our **natural environment**
4. To restore and enhance the beauty and historic significance of the **built environment**.

By working with us, you are helping to ensure the town's future is as magnificent and vibrant as its past.

### **How to Apply**

Apply for this role by emailing a covering letter of no more than one A4 side explaining why you are suitable for the role, together with a copy of your CV to [recruitment@aucklandproject.org](mailto:recruitment@aucklandproject.org)

**Closing date: 23/1/2022**