

JOB DESCRIPTION

- Title:** Community Engagement Officer – 100 Liverpool Street project
- Location:** Broadgate, Eden House, 23-25 Wilson Street, London, EC2M 2TE
- Hours:** 0800 to 1730
(Subject to additional hours as and when so directed)
- Responsible to:** Stakeholder Communications & Community Manager
- Purpose of Role:** Assisting on a project level with meeting Sir Robert McAlpine, Section 106 and client requirements for community engagement and social impact.
- Qualifications** A-C grade in GCSE Maths and English (or equivalent to), this is desired but not essential
- Over 18 in age
- Key Responsibilities:** The following is an example of key responsibilities required.
- Ensuring best endeavours to meet City of London section 106 requirements for the project
 - Assisting with meeting British Land's major projects sustainability requirements and their Broadgate Legacy Strategy working with the Framework team
 - Implementation of employment and training initiatives (schools, colleges, graduate schemes, apprenticeships, work experience etc.) and developing good working relationships with all those involved
 - Partnership working with the supply chain to create a positive contribution to the local community ensuring they meet contractual obligations for employment, training and procurement
 - Engagement with local charities and other organisations for support
 - Working with the commercial team to collect data for monthly reporting both internal and with the supply chain
 - Considerate Constructors Scheme preparation and delivery
 - Production of case studies to promote best practice and encourage shared ideas
 - To maintain up to date records of documentation
- Knowledge:** The following knowledge, skills and experience are expected of this role:
- Excellent communication skills
 - Knowledge of Microsoft Office
 - High level of organisational skills
 - Time Management
- Attributes:** The following are desired attributes for this role:
- Happy, friendly, approachable personality
 - Punctual, reliable and trustworthy
 - 'Can do' attitude with flexibility and a willingness to help others
 - Construction knowledge is preferable but not essential
 - Knowledge of employment, training and skills is desirable but not essential