



Job Description: Education and Community Engagement Officer (E&CEO)

Hours: Full Time 37.5 hours per week

Salary: £29,600 per annum

Start Date: Immediately

Reporting to: Designated Line Manager and AHAG Trustees

Introduction and Role Context

The Education and Community Engagement Officer (E&CEO) is a key delivery post within AHAG's wider strategy to embed community participation, environmental action, and heritage-led regeneration at the heart of its regeneration work. The post is funded through to March 31st, 2027, by the Coastal Benefit Fund and the Holywood Trust. The role will build local capacity, strengthen place-based learning and nurture a sustainable programme of activity that reflects the unique natural and cultural heritage of Annan Harbour.

AHAG employs a Strategic Business Development Manager and will shortly appoint a Youth Activities and Events Coordinator, both full-time positions. While the recently refreshed board of 9 trustees are actively involved as volunteers.

Main Purpose of the Role

To deliver environmental and heritage-led programmes, support the development of autonomous volunteer and interest groups, and strengthen AHAG's capacity to engage local people in long-term, inclusive, and meaningful ways, with a particular focus on young people.

Who you are and what you will bring to the position

- **Experience:** You will bring a proven track record in planning and delivering community projects.
- **Accountable:** You are comfortable, reporting directly to a designated line manager and providing monthly written reports for our Trustees.

- **A Strategic Doer:** You are able to pivot from project planning with our funders and partners to ensuring that project activities are delivered by you, any appointed contractors and volunteers.
- **Values-Led:** You understand the ethos of AHAG and our goal to make positive changes at the Harbour to benefit our local community, harbour users and our supporters, and align with our values.

Key Duties and Responsibilities

1. Programme Delivery and Partnership Working

Complete the programmes and activities specified in the Coastal Benefit Fund

Application. Including; -

- Working with our **Environmental Group** to create a core leadership team from amongst the trained volunteers, capable of developing and leading this strand of work with input from partner organisations.
- Increasing the capacity of our **Workshop Group** to deliver community projects by growing membership, increasing the number of trained volunteers and extending opening hours to accommodate 'school refusers' and NEET young people.
- Support our **Water Sports Group** to grow membership, provide more coaching and training opportunities and broaden the offering.
- Develop and grow a **Heritage and Promotions Group** with input from local organisations, community historians and heritage enthusiasts by running content creation workshops, film courses and media training.

2. Develop partnerships and co-delivery opportunities with:

- Environmental and heritage organisations
- Local experts, educators and museums
- Voluntary and community-based organisations

3. Volunteer Development and Leadership

- Recruit, design training and put in place mentoring for volunteers across E&CEO-led projects
- Provide resources, access to training, and peer support to prepare these groups for self-led delivery
- Ensure volunteer records and recognition systems (e.g. certificates, Saltire Awards) are maintained
- Design and implement succession plans for programme continuity beyond funding cycles

4. Monitoring, Evaluation, and Funding Support

Oversee the collection and management of key monitoring data including:

- Level of participant engagement
- Level of audience reach
- Volunteer hours, retention, and outcomes
- Evidence of impact

Work with the line manager and trustees to identify and pursue funding opportunities, including match funding.

Prepare reports for funders and trustees in line with evaluation requirements

Contribute to match funding and future applications by:

- Supporting colleagues and trustees with case studies, outcomes, and costings
- Providing monitoring data and evidence of impact

5. Communications and Public Engagement

Collaborate with colleagues and trustees on AHAG's public profile by contributing to:

- Social media platforms: Facebook, Instagram, YouTube, LinkedIn
- Event promotion and storytelling through videos, photos, and updates
- Printed materials such as flyers, event posters, and info sheets

Promote a clear message about the value of environmental and heritage work in the community

6. Integrated and Collaborative Working

Work closely with and receive some mentoring from the Strategic Business Development Manager (SBDS) to;

- Receive support and continued personal development
- Test activities and programmes that might be developed as part of AHAG's Business Plan
- Contribute learned and practical experience to the SBDM's work.

Work closely with and provide some mentoring to the Youth Activities and Events Coordinator (YA&EC) to:

- Ensure volunteer management systems are aligned and collaborative

- Share delivery responsibilities where appropriate
- Support large events, markets, or festivals when needed
- Share experience and guide the YA&EC

Take part in internal planning, evaluation, and visioning sessions with:

- The Trustees
- Consultants engaged by AHAG
- Partners and Funders

Contribute to an integrated and responsive approach across AHAG's work.

7. Work Planning and Supervision

A line manager will be appointed through a negotiated process to meet the successful candidate's needs, together with a designated staff liaison trustee.

Work priorities and objectives will be agreed with the line manager and designated staff liaison trustee.

Some evening and weekend availability will be required for public events and community sessions, but this will be agreed in advance and time off in lieu calculated.

The postholder must demonstrate flexibility, teamwork, and a shared commitment to AHAG's values