



Role Title: Engagement Officer (Community and Project Networks)
Terms and Rate: TBC
Type of Employment: Independent Contractor

Application Deadline: Wednesday 10th May 2023

Main purpose of the role

We have a diverse and far-reaching network of partners, affiliates, interested audiences and members plus many graduate, academic and research network contacts. Maintaining effective engagement with our individual supporters and building models for future development of our community and project networks is an essential area of focus for our team in 2023 and beyond. This role would be an essential component in our engagement activity. We wish to nurture our audiences and grow our relationships to enhance and facilitate sustainable interest in our global activities.

Key areas of focus

1. Inspire and engage our range of audiences to evaluate next steps in regular and annual event offers.
2. Support regular and planned communication activity and information sharing protocols.
3. Provide organisational support, advice and information to our audience(s).
4. Work closely with Marketing and Operations colleagues.
5. Connect and build relationships with key audience individuals.
6. Engage with new audience members and keep them informed about how the Group will keep them up to date.

This list is not exhaustive and is a guideline of those typical tasks that you will be expected to undertake as a valued member of the team.

This role would suit an experienced Administrator or Officer familiar with audience engagement, data analysis and monitoring and reporting processes.

Other Duties

Comply with all Montessori Group policies and guidelines (i.e. H&S, Data Protection, E&D etc.). To ensure continuing professional development and to participate in training where appropriate, keeping up to date with your own subject(s) as well as national and local developments in adult learning.

Guidance for Applicants

Thank you for your interest in working with Montessori Group.

We operate an electronic recruitment process. To apply, please send an expression of interest; your CV and a cover letter detailing how you feel you are suited to the position to recruitment@montessori.org.uk

For an informal discussion about this role, please also contact recruitment@montessori.org.uk

If you require documentation or application processes via an alternative format, please do let us know.

Equality and Diversity - Our commitment

We value and support the contribution of our staff and seek to ensure that all applicants and our staff are supported and enabled and do not face unnecessary barriers to their successful employment. We have set out our commitments in our staff policies including our Equality and Diversity Policy (available to applicants on request).

Interviews

Applicants will be notified by email of our shortlisting processes and interview arrangements as soon as possible after the closing date.

Conditions of appointment

All appointments are subject to the receipt of satisfactory references; proof of identity and right to work within the UK; proof of earnings/qualifications (as necessary) and a period of probation.

