



Role profile

Job Title:	Regional Park Engagement Officer
Department:	Major Projects and PDU
Directorate:	Economy and Sustainability

Grade:	10
Post no.:	
Location:	Perceval House

Role reports to:	Chief Programme Officer, Regional Park
Direct reports:	None
Indirect reports:	External Consultants Projects Delivery Unit Facilities management and IT Ealing staff working on the project Communications
Term:	Full Time, 2.5 year fixed term contract

Job description

Recruitment practices to safeguard and promote the welfare of children and/or vulnerable adults apply to this post in addition to the requirement to obtain a Disclosure and Barring Service (DBS) check.

Purpose of role

- To ensure the community plays a meaningful, visible, and influential role in shaping the Regional Park project.
- To deliver inclusive and wide-reaching community engagement, with a particular emphasis on young people and traditionally under-represented groups, reflecting Ealing's diverse communities.
- To ensure community ideas are clearly visible in:
 - The project's innovative Business Plan.
 - The physical design of the Regional Park trail, Horsenden Farm, and Churchfields Hub.
 - The overall identity and branding of the Regional Park.

- To create a genuine sense of community ownership, pride, and active support for the Regional Park project.
- To foster public understanding and recognition—both within and outside the project—that the Regional Park is community-shaped and reflective of local aspirations and identity.

Key accountabilities

- Serve as the primary contact for key project partners, including Let's Go Southall, a specialist youth engagement organisation (to be procured), Ealing Parks Foundation, and Ealing Parks Forum.
- Work closely with landscape architects to ensure the community's ideas contribute to the shape the design of the Regional Park trail and key nodes within the park.
- Develop and lead on innovative community engagement activities, ensuring inclusive participation from Ealing's diverse communities, especially young people and traditionally under-represented groups.
- Facilitate genuine co-design opportunities, creating structured processes for the community to influence the business plan, physical improvements, and identity of the Regional Park.
- Establish and maintain strong relationships with existing local volunteer groups (e.g., LAGER Can, CURB, friends groups), proactively supporting and celebrating their contributions.
- Promote volunteer activity widely, highlighting success stories and achievements to attract new volunteers and strengthen existing groups.
- Lead on developing, producing, and distributing a regular newsletter to inform and engage the community about the project's progress, upcoming opportunities, and successes.
- Facilitate community input into the business planning process, actively seeking innovative, community-led income-generating ideas.
- Organise and support targeted consultation and engagement events as required, ensuring community feedback is accurately captured, documented, and incorporated into project plans.

Key performance indicators

- Diversity and reach of engagement, especially young people and under-represented groups.

- Community satisfaction with involvement in shaping the regional park (captured via surveys).
- Growth and engagement levels of newsletter subscribers.
- Community awareness of the park as a community-shaped project.
- Increased volunteer participation with partner groups.
- Positive feedback from volunteer groups on support provided.
- Attendance diversity and positive feedback from engagement activities.
- Evidence of community influence in park identity, business plan, and physical design.
- Positive community perceptions of the park's reflection of local heritage and aspirations.

Key relationships (internal and external)

Internal

- Chief Programme Officer – Regional Park
- Landscape Architects and design teams
- Assistant Director Major Projects
- Assistant Director Leisure
- Project Delivery Unit (PDU)
- Parks and Leisure Services
- Regeneration and Communications teams

External

- Let's Go Southall
- Specialist youth engagement organisation (to be procured)
- Ealing Parks Foundation
- Ealing Parks Forum
- Local volunteer groups (e.g., LAGER Can, CURB, Friends groups)
- Local schools and educational institutions
- Community groups and networks across Ealing
- Local residents and businesses

Authority level

- Responsibility for oversight of engagement projects

Additional Requirements

- Ability to work flexibly, including attending occasional evening and weekend meetings or events.
- Commitment to equality, diversity, and inclusion, with proven experience in engaging under-represented community groups.
- Good interpersonal, communication, and negotiation skills with the ability to build strong, trusting relationships.
- Competent IT skills, particularly in preparing engaging materials for presentations, newsletters, social media, and other communication platforms.
- Ability to travel independently within Ealing to various engagement activities and events.
- Experience or willingness to learn digital engagement tools and platforms for community co-design.
- Understanding of, and genuine commitment to, environmental sustainability and biodiversity issues.
- Experience of managing sensitive community issues and support effective, diplomatic, and professional approaches to respond to them.
- Any other duties appropriate to the post and grade.

Person specification

Community and partnership working are essential for all roles as are a commitment to Equality, Diversity and Inclusion and ensuring Health and Safety at Work for everyone working at Ealing Council.

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Essential knowledge, skills and abilities

Community Engagement and Co-design

1. Good understanding of community engagement techniques and best practice.
2. Awareness of effective co-design approaches involving local communities.
3. Skilled in designing and facilitating engaging workshops and consultation activities.
4. Ability to reach and engage young people and traditionally under-represented groups effectively.

Communication and Interpersonal Skills

5. Good communication and interpersonal skills, able to adapt style to different audiences.
6. Able to support the building of trust and strong relationships with diverse stakeholders, partners, and community groups.
7. Able to assist in producing clear, engaging, and informative newsletters, presentations, and promotional materials.
8. Able to use of social media and digital platforms to engage community audiences.

Partnerships and Relationships

9. Experience of supporting collaborative work with internal departments and external organisations.
10. Able to assist in supporting and celebrating community volunteer groups.
11. Able to support positive engagement with stakeholders and partners.

Organisational and Planning Skills

12. Good organisational skills, able to manage multiple engagement events and activities simultaneously.
13. Able to work independently, taking initiative and prioritising tasks effectively.
14. Attention to detail and accuracy in documenting community feedback.

Values and Approach

15. Commitment to equality, diversity, inclusion, and ensuring these values underpin engagement activities.
16. Commitment to environmental sustainability and biodiversity principles.
17. Able to support the handling sensitive community issues professionally and diplomatically.

Essential qualification(s) and experience

1. Experience in community engagement, community development, or related roles.
2. Experience in successfully supporting community co-design processes.
3. Experience supporting engaging diverse communities, particularly young people and traditionally under-represented groups.
4. Experience of collaborating with volunteer groups, community networks, or external organisations.
5. Experience assisting with written communications (newsletters, promotional content, briefings, etc.).
6. Experience supporting the use of digital engagement tools, platforms, and social media to communicate with community audiences.
7. Experience of supporting reporting and evaluating of community engagement activities.
8. Educated to degree level or equivalent professional experience in a relevant discipline (community development, environmental studies, communications, or similar).

Values and behaviours

Improved life for residents	Trustworthy	Collaborative	Innovative	Accountable
• Is passionate about making Ealing a better place • Can see and appreciate things from a resident point of view • Understands what people want and need • Encourages change to tackle underlying causes or issues	• Does what they say they will do on time • Is open and honest • Treats all people fairly	• Ambitious and confident in leading partnerships • Offers to share knowledge and ideas • Challenges constructively and respectfully listens to feedback • Overcomes barriers to develop our outcomes for residents	• Tries out ways to do things better, faster and for less cost • Brings in ideas from outside to improve performance • Takes calculated risks to improve outcomes • Learns from mistakes and failures	• Encourages all stakeholders to participate in decision making • Makes things happen • Acts on feedback to improve performance • Works to high standards