

 **Community Engagement Coordinator (Fixed Term until 30 June 2020)**

 **Starting Salary £19,945 + Benefits**

We have an exciting opportunity for a talented and experienced Community Engagement Coordinator.

Under the guidance of The Community Engagement Manager, to undertake the support and delivery of duties within the function which contribute to the provision of an excellent service, whilst ensuring the effective use of resources. To support department managers in the delivery of exceptional services to our community and key stakeholders.

The Service values and respects the diversity of its employees, and aims to recruit a workforce that represents the communities we serve. We welcome applications irrespective of people’s race, disability, gender, sexual orientation, religion or belief, age, gender identity, marriage and civil partnership, pregnancy and maternity.

**Required Skills/Experience:**

Coordination of a wide range of activities including preparation of reports and delivery of presentations and training.

Supervision and development of staff/volunteers.

Development of effective partnerships with community groups and key stakeholders.

Management of a high volume of administrative tasks working on own initiative and as part of a team.

Effective time management skills to work to conflicting priorities, meet deadlines and targets.

Effective planning and organisation skills.

**What we can offer you**

Tyne and Wear Fire and Rescue Service Headquarters are based in a purpose build office in Washington, with ample free parking and easy access from the A1 and A19. On site facilities include catering facilities and an onsite gym. The role also benefits from an attractive package, including up to 22 days holiday and public holidays, Local Government Pension Scheme and access to a range of social and volunteering opportunities.

**Closing Date: Thursday 19 September 2019 12:00**

**Interviews: Week Commencing 23 September 2019**

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