



57/28, Abate Rigord Street, Ta' Xbiex MALTA

Job Description for the post of Public Engagement Officer

Job Title:	Public Engagement Officer
Department:	Public Engagement
Location:	Ta' Xbiex, Malta
Post holder reports to:	Public Engagement Executive
Reporting to post holder:	ESC Volunteers (3), field teachers (4)
Period job offered:	2-years contract with possibility of renewal (full-time)
Overall purpose of job:	Coordinate and support BirdLife Malta's formal and informal environmental education and public engagement activities for children, young people, teachers and the wider community. The post holder will coordinate and support the delivery of the Dinja Waħda programme in primary schools, coordinate the development and implementation of its communications and engagement plan in coordination with the Public Engagement Executive, coordinate school visits and educational activities at BirdLife Malta's Nature Reserves, strengthen engagement with secondary schools and the wider community, coordinate teacher training workshops, coordinate relevant volunteers, and contribute to the implementation of LIFE, Erasmus+ and other educational projects, including identifying relevant funding opportunities.
Main duties:	<i>Primary schools' engagement</i> – Coordinate and support the delivery of the Dinja Waħda environmental education programme in primary schools. – Manage day-to-day communication with participating schools, including monitoring website requests, activity updates and teacher feedback, and monitoring school participation and progress towards Dinja Waħda awards. – Coordinate and support teacher training workshops on environmental education and BirdLife Malta's educational programmes. – Coordinate educational school visits and activities at Nature Reserves. – Oversee school bookings and ensure effective coordination of educational visits with Nature Reserve staff and relevant teams. – Collaborate with the Dinja Waħda school coordinators and Education Officers from the Ministry of Education. – Support the Ġonna Dinja Waħda wildlife gardens programme in schools. <i>Dinja Waħda communications and engagement</i> – Develop and implement an annual Dinja Waħda communications and engagement plan in coordination with the Public Engagement Executive.

- Coordinate content for the Dinja Waħda website, social media and other communications channels.
- Identify and develop stories, achievements and activities from participating schools to promote the programme.
- Coordinate with the Public Engagement team on relevant communications, including photography, video, articles and newsletters.
- Monitor engagement and feedback to inform future communications and support the promotion of Dinja Waħda awards and key programme milestones.

Middle and Secondary schools' engagement

- Build and strengthen BirdLife Malta's reach and relationships with middle and secondary schools.
- Coordinate environmental education workshops and activities for teachers and/or students.
- Oversee school bookings and educational visits at Nature Reserves
- Contribute to the development and implementation of BirdLife Malta's engagement strategy for middle and secondary schools, in coordination with the Public Engagement Executive.
- Collaborate with Education Officers from the Ministry for Education.

Project management and implementation

- Coordinate the implementation of assigned LIFE, Erasmus+ and other educational projects, including activities, timelines, reporting and cooperation with partners.
- Coordinate the implementation of project activities in accordance with project agreements and the requirements of the European Union Programmes Agency and other relevant funders.
- Identify relevant funding opportunities and contribute to the development and preparation of concepts and proposals for future educational and engagement projects.
- Support the monitoring and evaluation of educational project activities and outcomes.

Coordination of ESC volunteers

- Ensure volunteers are equipped with relevant knowledge of BirdLife Malta's operations, strategy, objectives and their roles within the public engagement team.
- Coordinate work, tasks and schedules and ensure agreed activities are carried out.
- Support and mentor volunteers in the delivery of their work.
- Coordinate vacation leave, TOIL and the departure and farewell of ESC volunteers.
- Issue calls, assess applications and support the recruitment of new ESC volunteers.
- Coordinate with the Events and Outreach volunteer to ensure planned public engagement activities are organised and delivered effectively.

Informal education and community engagement

- Coordinate informal environmental education activities for children, young people, adults and families.
- Coordinate participation in events, stands, fairs and community activities, including activities at Nature Reserves.
- Support the development of innovative activities and events that engage the public with nature and BirdLife Malta's conservation work, in coordination with the Public Engagement Executive.

	– Coordinate with Public Engagement volunteers and the Events and Outreach volunteer to ensure community engagement activities are delivered effectively. – Support BirdLife Malta's FALKO youth group and contribute to the continuity and development of the group – Contribute to initiatives that strengthen BirdLife Malta's engagement with local communities and new audiences. Other duties – Contribute educational articles, newsletters, blogs and other content when required. – Keep engagement data, website resources and educational information accurate and up to date. – Collect and maintain relevant participation, feedback and engagement data and contribute to monitoring and evaluation. – Collaborate with other BirdLife Malta departments and teams. – Participate in relevant meetings and working groups. – Develop and maintain professional networks and relationships with schools, teachers, education stakeholders, community organisations and other relevant partners. – Contribute to advocacy and relationship-building activities where relevant to the role. – Report regularly to the Public Engagement Executive on the progress of assigned activities, projects, challenges and priorities.
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Other responsibilities	Appearance & Hygiene – Maintains high standards of personal hygiene, appearance, body language and professional conduct. – Ensures that own working area is clean and tidy. HR & Training – Fosters and develops effective working relationships with colleagues. – Gives feedback to the direct superior about motivation, workload and work-related challenges. – Maintains effective internal communication. – Attends all relevant training sessions as required. – Identifies training needs and makes recommendations to the direct superior accordingly. – Takes an active part in performance appraisal. – Has thorough knowledge of organisational procedures and standards and works accordingly. Safety & Security – Strives to reduce work-related accidents within the department. – Participates in Health & Safety Training as required. – Has full and up-to-date knowledge of fire, emergency, and evacuation procedures. – Reports serious violations of Safety & Security procedures, and defective material to the CEO immediately. – Ensures that own work is carried out safely and that own actions do not create a hazard for self or colleagues. – Ensures the safety of people and property by following organisational regulations and applicable laws and regulations.
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- Takes corrective or preventive action to address possible or probable hazards and unsafe conditions.

Miscellaneous

- Uses work materials, water and energy responsibly and avoids unnecessary waste.
- Understands the responsibilities of the role and contributes to the achievement of the organisation's objectives.
- Completes requested tasks on time and meets agreed deadlines.
- Treats colleagues, guests and members of the public fairly, politely and respectfully; encourages teamwork and leads by example.
- Promotes inter-departmental cooperation, teamwork and collaboration through professional conduct.
- Assists with additional tasks assigned by management as required.
- Works flexibly, including occasional evenings, weekends and public holidays, according to the requirements of the role and organisational activities.
- Has knowledge of the organisation's management structure and the functions of relevant management roles.

Organisations Building

- Uses and safeguards BirdLife Malta's buildings, equipment and other assets responsibly.
 - Takes necessary action to prevent damage or carelessness towards organisational property and equipment.
 - Ensures that colleagues, volunteers and contractors take appropriate care of organisational property and reports incidents to management.
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