###### Groundwork London Job Description

###### Job Title: Green Doctor Senior Events & Training Coordinator

**Responsible to:** Green Doctor Programme Manager

Responsible for: Events Coordinator (job share)

Location: Groundwork London Baron Street Office, with a requirement to travel across London to deliver events & training sessions

Hours: 37.5 hours per week

###### Job Background

The Green Doctor Senior Events & Training Coordinator supports the Green Doctor Programme Manager and team by undertaking the development, management, delivery and monitoring of training and promotional events delivered under the Green Doctor programme.

The range of events to support the programme includes promotional events, training workshops and drop-in sessions with a wide audience including local community members, health and faith centre participants and local authority and local healthcare professionals. We increasingly have events only based programmes focused on specific target groups.

###### Main Objectives

* Develop, manage, deliver and monitor promotional, educational and training events across London in line with Green Doctor programme aspirations and targets.
* Work with stakeholders to develop, design and deliver appropriate educational and promotional events that support Londoners understand their energy and water use, billing, and access to methods and practice on how to improve their home living conditions.
* Coordinate participation in Green Doctor programme event delivery, managing Event Coordinators and Green Doctors as required

###### Key Tasks & Responsibilities

* Design, manage and deliver practical workshops, events, consultations and activities that respond to specific audience needs, providing effective learning and skills support, (both advisory and practical) to enable people to make positive changes to their energy using behaviour and to improve the quality of their lives.
* Manage outreach activities to generate referrals e.g. door-knocking, events, road shows etc.
* Participate in local events and conferences to promote the Green Doctor programme, generate referrals and to identify potential partnerships for new programme development opportunities.
* Prepare learning and engagement delivery plans, and ensure all aspects for delivery including risk assessments are completed, approved and in place to support information and learning events.
* Ensure event delivery meets agreed timescales and takes place within agreed event delivery budgets.
* In cooperation with Marketing and Communications develop and deliver promotional materials to support training events and the Green Doctor programme.
* Review and evaluate all events in accordance with learning delivery and monitoring best practice, and in keeping with the Trust’s learning evaluation and programme reporting requirements.
* Monitor and evaluate events, and undertake delivery analytics, in accordance with funder requirements, ensuring timely and accurate reporting of outcomes.
* Form and maintain effective partnerships with local borough authorities, health authorities and faith, community and specific support groups to promote and deliver learning and training under the Green Doctor programme.
* Undertake as required the effective and timely recruitment and line management of volunteers to support the programme.

###### Other Responsibilities

* Actively participate in Green Doctor team meetings and activities, ensuring effective internal communication, sharing of learning and support of the team members.
* Assist as required in the input to and the delivery of Green Doctor related projects across the Trust.
* Undertake any other related responsibilities commensurate with the evolving objectives of the post and the evolution of Groundwork London, as may reasonably be requested by the Executive Team.
* Ensure the effective implementation of and adherence to, Groundwork London’s Diversity, Equal Opportunities and Health and Safety policies and procedures.
* Work with due regard for Groundwork’s core values and objectives and Groundwork’s commitment to best practice and continuous improvement.
* Actively support, and manage work and responsibilities to meet the requirements of Groundwork London’s Environmental Management Systems.

###### Personal and Professional Development

* Participate in Groundwork London’s Performance Management and Appraisal process, and agree short, medium and long term goals with the line manager, and any direct line staff.
* Promote the work and image of the Trust at all times, providing an efficient and courteous service.
* Identify learning and development needs with the line manager and evaluate Training & Development to demonstrate needs have been met.

## October 2019

##

**Note to Applicant: When completing your application form, you should demonstrate / evidence the extent to which you have the necessary education, experience, knowledge and skills identified in the Person Specification Criteria as a requirement for the post.**

|  |
| --- |
| **Position Name: Green Doctor Events & Training Coordinator** |
| **Job****Factors** | **Criteria No** | **Person Specification Criteria** | **Ranking** | **Criteria to be tested by the following**  |
| **E = Essential****D = Desirable** | **Application Form** | **Interview** | **Presentation** | **Practical Exercise Test** | **Work Simulation Test** | **Certificates or Qualifications** |
| **Education & Qualifications** | **1** | Domestic Energy Assessor (DEA) or NVQ Level 3 (6049-03) Provide Energy Efficiency Services or equivalent | D | ✓ |  |  |  |  | ✓ |
| **2** | City and Guilds Energy Awareness (6281-01) previously known as the 6176 Energy Awareness or equivalent  | D | ✓ |  |  |  |  | ✓ |
| **Competencies** | **3** | Excellent written and verbal communication skills, and the ability to communicate and work with a wide customer base; tailoring messages to customer needs | E | ✓ | ✓ |  |  |  |  |
| **4** | Experience of developing and delivering training sessions and tailoring learning to meet audience requirements | E | ✓ | ✓ |  |  |  |  |
| **5** | Experience in delivery of community and/or education projects | E | ✓ | ✓ |  |  |  |  |
| **6** | Knowledge of energy efficiency and home energy products and the ability to provide appropriate advice and guidance relating to them | E | ✓ | ✓ |  |  |  |  |
| **7** | A knowledge of issues relating to the effects of cold weather on health and wellbeing | D | ✓ | ✓ |  |  |  |  |
| **8** | Experience of managing programmes and delivering all aspects of programmes from inception to delivery | E | ✓ | ✓ |  |  |  |  |
| **9** | Ability to work effectively as part of a high performing team and highly developed interpersonal skills | E | ✓ | ✓ |  |  |  |  |
| **10** | Excellent administration skills and sound knowledge of MS Corporate Applications. Good understanding of the purposes and use of social media communication platforms. | E | ✓ |  |  | ✓ |  |  |
| **11** | Experience of line managing a remote team | D | ✓ | ✓ |  |  |  |  |
| **12** | Experience of liaising with external partners and stakeholders | D | ✓ | ✓ |  |  |  |  |
| **Additional Requirements** | **13** | Ability to work occasional evening and weekends | E | ✓ | ✓ |  |  |  |  |
| **14** | Commitment to Equality & Diversity and Equal Opportunity  | E | ✓ | ✓ |  |  |  |  |
| **15** | Full clean driving license | E | ✓ |  |  |  |  | ✓ |

**Appointment to this role is subject to a basic Criminal Records check through the Disclosure and Barring Service (DBS).**