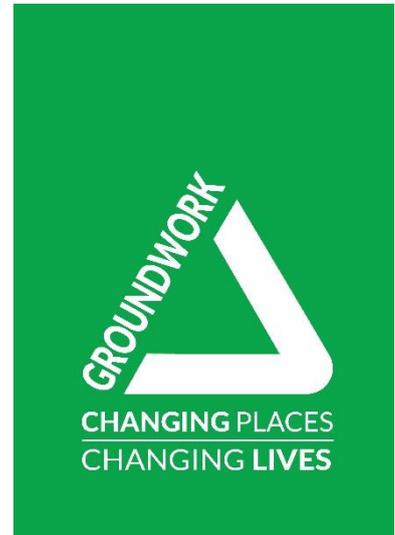


GROUNDWORK

CHANGING PLACES
CHANGING LIVES



Community Projects Co-ordinator (Active Travel)

Job Description & Person Specification

SALARY
£30k

DURATION OF THE POST
12 months, full time 37 hours - this post is open to job share.

BUSINESS UNIT
Communities Team

LOCATION
Trafford Ecology Park & Chorlton

ACCOUNTABLE TO
Head of Communities

RESPONSIBLE FOR
Volunteers as required

TEAM
This role is part of the Communities team at Groundwork and works alongside a second project coordinator, employed by Walk Ride GM

OVERVIEW OF THE POST

Groundwork is a federation of charities mobilising practical community action on poverty and the environment across the UK. In Greater Manchester, our vision is of a greener, more resilient City Region with stronger, healthier communities, responsible businesses and enhanced prospects for all local people. We work across Greater Manchester and surrounding districts helping communities find practical solutions to the challenges they face. We provide training and create jobs, reduce energy and waste, reconnect people with nature, build bridges within communities and transform whole neighbourhoods.

Over recent years, we have delivered a range of community-led climate and nature programmes and worked with businesses to reduce their carbon impact and be more efficient and resilient. As part of our development work with the Chorlton Climate Action Partnership, we have been successful in securing National Lottery Climate Action Fund investment in a programme to create a permanent shift in the way people move around the area, increasing walking and cycling and enhancing our local neighbourhood in favour of people.

This post is funded by the National Lottery Climate Action Fund.

ROLE & MAIN PURPOSES OF THE POST

- The Community Projects Co-ordinator (Active Travel) is responsible for the development and delivery of high quality community led projects within the Chorlton Climate Action Partnership work programme, ensuring impact targets are achieved and projects are delivered within budget and on time.
- Embedded within the Chorlton community, they will build on the work already undertaken by local community groups to create a more engaged overall community, and wider and stronger climate action movement.
- They will build the case and groundwork for reduced car journeys in Chorlton, using data, knowledge of the community, vehicle patterns and personal journeys to help the community find solutions to the traffic, pollution and emissions problems faced
- They will champion sustainable travel internally across the Trust and externally in networks and partnerships, sharing learning and drawing on local, national and international best practice.

Key purposes of the post are:

1. Establish the project in the community with a clear brand and strong online and offline presence.
2. Ensure the co-design and delivery of three pilot projects: high street, school street and residential street, working closely with partners.
3. Engage local residents young and old, local traders, and diverse people and groups in climate action conversations, finding effective ways to engage those not currently, and widening the pool of local activists .

4. Use different methods to meaningfully engage & inspire the community, especially with regard to those who are currently driving short journeys and could change to other means if conditions were right for them, understanding why change may be hard and the techniques to help
5. Provide climate action expertise within the community, providing advice, information and connections on active travel - but also provide 'signposting' on a range of climate issues from low-carbon housing to food.
6. Develop and maintain written communications, including social media, newsletter and web text, graphic and video content, to encourage engagement, report progress, connect and grow community understanding and share learning.
7. Collect project monitoring and evaluation data as required - and when needed act on what it shows; as well as curate relevant reports and information from across the sector for internal and/or external use, supporting reporting and sharing learning.
8. Hold external community or communication activities, such as public webinars or indoor/outdoor events (ensuring they are carried out with all relevant health and safety and other guidelines including Covid19) and support the delivery of the community traffic surveys.
9. Engage with key stakeholders – delivery partners and Community Board - including preparing and delivering insight reports to the Community Board, and help with preparing agendas/actions.
10. Engage with climate action work and organisations across Manchester and Greater Manchester and beyond to leverage the work being done for the benefit of this project and wider Chorlton climate work

PERSON SPECIFICATION

Essential experience:

- Leading and delivering sustainability / environmental projects which engage and empower the community;
- Delivering community development and community building activities, using a wide range of engaging tools and techniques.
- Building and maintaining networks and partnerships, engaging with new and existing partners.

Desirable experience:

- Completing effective monitoring and reporting activities for both internal and external audiences;
- Recruiting and managing volunteers.
- Delivering walking and cycling community projects - including increasing those who choose to walk and cycle

Essential knowledge, skills and qualifications:

- Good knowledge of current sustainability issues, climate mitigation measures and of global, national and local structures and sources of information, particularly but not limited to transport;
- Strong organisational / project management skills;
- Ability to be a proactive self-starter, as well as work well in a small team;

- Strong communication skills, including digital and ability to write, visualise and present succinct summaries and/or imagery of complex data and information for diverse audiences;
- Computer literacy with a practical experience of using MS Office and willingness to learn and use other software packages, including our in house financial management system;
- Influencing and motivating skills; able to inspire people to be part of the solution to climate change;

Desirable knowledge, skills and qualifications:

- Knowledge of the communities and key stakeholders in Chorlton or /and Manchester;
- Knowledge of other projects in Greater Manchester to draw from and connect to;
- Knowledge and connections to other sectors that benefit from active travel - including public health, place-making and the natural environment
- A broad understanding of the economic and social needs of diverse communities;
- Awareness of models of good practice locally, nationally and internationally to draw on;
- Relevant further/higher education in community work, sustainability or other relevant subject.

Values and ethos:

- A genuine passion for Groundwork's mission and values;
- A commitment to the delivery of high quality services and value for money.
- Commitment to an agile project/team culture of 'learning in action' to ensure the team/project learns the most it can from its work in the community and adapts accordingly
- Commitment to inclusion and team-work
- A commitment to low-carbon ways of working

ADDITIONAL FACTORS

- Able to work outside of normal office hours within a flexi time / time off in lieu system.
- Environmentally aware and sympathetic to the aims and ethos of Groundwork and other project partners.
- Undertake training and development deemed necessary for the pursuance of the post.
- Comply with the Trusts Policies and Procedures including, but not exclusively, Equality, Diversity and Inclusion, Data Protection, Health and Safety and Environment.

This role may be subject to a Disclosure and Barring Service (DBS) check.

Prepared By: Michaela Howell, Head of Communities and reviewed by Chorlton Climate Action Partnership, August 2020.