

GROUNDWORK

CHANGING PLACES
CHANGING LIVES



ROLE TITLE:	Bright Water Training & Community Project Manager
REPORTS TO:	Programme Manager
CONTRACT:	37 hours per week, this will include some evening and weekend work for which an equal amount of Time Off in Lieu will be available.
DURATION:	This post is offered as a full-time, fixed term contract for an initial period of ten months. The post holder will report to the Discover Brightwater Partnership Manager. This post will be employed by Groundwork NE & Cumbria.
LOCATION:	The Bright Water office will be based at Newton Aycliffe, although homeworking and flexible working are encouraged
SALARY:	Circa £25,000 per annum

JOB SUMMARY

Groundwork NE & Cumbria work on hundreds of projects every year, helping communities find practical solutions to the challenges they face. The Green Recovery Challenge Fund, awarded by the National Lottery Heritage Fund (NLHF), is an exciting initiative involving a wide range of partners including local authorities and other land owners.

This role will lead on the delivery of the suite of training and community projects designed by Groundwork NE & Cumbria for delivery as part of the Discover Brightwater Landscape Partnership. The post holder will report to the Discover Brightwater Partnership Manager.

These projects comprise:

- A Heritage Skills training programme that delivers a small number of specialist traineeships and a raft of short training courses to a wider audience;
- Our 'Illuminating the Past' and 'Village Atlas' projects which will provide opportunities for community members to get involving in cultural, arts and local research projects. Although funds are available to commission specialist assistance, the post holder will need to be able to demonstrate the knowledge or skills to undertake some aspects of delivery him/herself.

The post holder will work closely with other members of the Discover Brightwater Landscape Delivery Team and with staff from Groundwork NE & Cumbria.

KEY TASKS

- Responsible for organising all aspects of the Heritage Skills programme including both traineeships and a range of short courses. Where these are accredited, ensuring that all necessary standards and records are met/kept.
- Responsibility for overseeing the delivery of the Village Atlas projects. Liaising closely with other members of the Delivery Team, partners and sub-contractors. Monitoring progress and supporting subcontractors with delivery, resources, information and marketing and access to community groups etc. where appropriate.
- Responsibility for organising and leading the 'Illuminating the Past' projects designed to engage communities in celebrating the cultural heritage of the Bright Water area.
- Lead on ensuring that all necessary financial, quality and output records are maintained and supplied to the Discover Brightwater Finance and Monitoring Officer to enable quarterly claims to the NLHF.
- Provide regular progress reports to the Discover Brightwater Partnership Manager and Partnership Board as directed by the former.
- Liaising with the Communications and Business Liaison Officer to ensure the design and distribution of appropriate promotional and recruitment materials that meet Discover Brightwater branding guidelines.
- Provide regular progress updates to the Discover Brightwater Communications and Business Liaison Officer to enable regular press releases and material to be used on the Bright Water website, Twitter and Facebook.
- Liaise with the Discover Brightwater Partnership Manager (coordinating built heritage projects), the Natural Heritage Projects and Access Coordinator to ensure that all community projects are fully integrated into the wider programme and that participants have the ability to benefit from the wider range of activities. For example: heritage skills trainees may be able to practice their skills on other projects; Village Atlas researchers may be able to provide information to the community archaeological digs; participants in Illuminating the Past may be able to work with the Access Improvement projects when creating imaginative art features to mark key sites or viewpoints.
- Manage the community projects so that they provide a pool of enthusiastic volunteers to participate in Discover Brightwater's built and natural heritage projects.
- Work with the Communications and Business Liaison Officer to develop a programme of community events that promote the aims of the project and the achievements of individual project strands
- Work with the Partnership Manager to identify additional sources of match funding for community activities.

Additional Responsibilities

- A driving licence and use of own vehicle for work purposes is essential. A mileage allowance (currently 40p per mile) is paid for use of own vehicle.
- Comply with all organisational policy, procedures and systems.
- To be aware of, and assume the appropriate level of responsibility for, safeguarding and promoting the welfare of children, young people and vulnerable adults and to report any concerns in accordance with the organisations safeguarding policies
- Ability to work outside normal office hours.
- Any other duties commensurate with the level of the post.