



ROLE DESCRIPTION

Job Title:	COMMUNITY ENABLER (GRCF)
Responsible to:	Green Team Supervisor
Responsible for:	Volunteers
Location:	Stoke on Trent & N-U-L

JOB SUMMARY

The Community Enabler will utilise a range of community development techniques to engage and involve local residents and community groups, as well as working in partnership with voluntary organisations, local authorities, housing associations and corporate organisations to deliver environmental improvements to local greenspaces.

The project focuses on delivering practical work on a range of local environmental regeneration projects that improve quality of life for local communities, whilst working with trainees and volunteers.

This role is supported by The Green Recovery Challenge Fund. The Green Recovery Challenge Fund is funded by Defra and is being delivered by The National Lottery Heritage Fund in partnership with Natural England and the Environment Agency.

MAIN DUTIES

- Support environmental improvement schemes in local urban areas, focusing on a 'green recovery', including site improvement and conservation activities which link to global environmental issues.
- Empower community groups and individuals to be long term custodians of local green spaces.
- Organise and deliver community events within the sites suitable for a cross section of the community including families.

- Recruitment and engagement of volunteers to a structured volunteer programme which will develop skills and knowledge whilst delivering conservation activities.
- Local stakeholder engagement
- Engagement of corporate volunteers
- Support volunteers to become more employable and to support their onward career progression
- Update monitoring and evaluation systems that record volunteer outcomes.

Personal Development and Training:

- Undertake training and development, including a bespoke programme of carbon literacy training designed to link practical site-based activities to global environmental issues
- Please note: Appointment to this post is subject to an enhanced DBS check, in line with Groundwork's Safer Recruitment policy

Other Responsibilities:

- To play an active role as appropriate more widely across Groundwork West Midlands to develop Groundwork's project programme; and influence the Trust's work overall.
- Promote Groundwork activities at a local and regional level; providing an efficient and courteous service.
- Ensure compliance with Trust policies, insurance and statutory requirements, particularly health and safety, safeguarding (including Prevent) the Children's Act and equal opportunities.
- To undertake any task that may be requested from time to time by the Management Team as may be consistent with the nature and scope of the post.
- Liaise with other Groundwork Trusts, and Groundwork UK as necessary

Person specification: Community Enabler (GRCF)

Specification	Essential	Desirable
Qualifications		
• Valid driving licence*	X	
• Community/ youth or environmental regeneration qualification		X
• First Aid training		X
Experience		
• Volunteer engagement and coordination	X	
• Delivering projects with communities	X	
• Delivering practical projects within woodland / green space		X
• Corporate Volunteering		X
• Stakeholder engagement		X
• Community event delivery		X
Skills		
• Working with volunteers (including young people)	X	
• Effective communication and social skills	X	
• Work on own initiative and as part of a team	X	
• Flexibility – able to adapt to changing circumstances	X	
• Practical landscaping and conservation skills	X	
• IT, including MS Word, Excel, email and internet	X	
Knowledge		
• Understanding and interest in local and global environmental issues	X	
• Understanding of issues facing unemployed people	X	
• Awareness of issues facing communities in Stoke on Trent & N-U-L		X

**Alternative arrangements/ reasonable adjustments will be made for candidates with a disability that means they are unable to hold a driving licence*