

GROUNDWORK

CHANGING PLACES
CHANGING LIVES



Community Projects Lead

Job Description & Person Specification

SALARY
£22,000 - 25,000 (depending on experience)

DURATION OF THE POST
12 months maternity cover

BUSINESS UNIT
Communities Team

LOCATION
Trafford Ecology Park with some home working

ACCOUNTABLE TO
Communities Manager

RESPONSIBLE FOR
Volunteers as required

OVERVIEW OF THE POST

The Community Projects Lead is responsible for the delivery of high quality community led projects within Groundwork GM's Sustainable Communities work programme.

You will work collaboratively with internal and external partners to develop and deliver practical and digital engagement and environmental education activities with communities across Greater Manchester, which connect them with nature and inspire them to improve their local communities.

If you ...

- Are passionate about working with diverse communities to improve their environment
- Are committed to addressing the climate and nature emergencies.
- Have the commitment, creativity and flair needed to contribute to the growth of this area of our business
- Are experienced in delivering environmental education
- And would like to work for a great employer - 100% of our staff tell us they are proud to work for us.

...then please get in touch!

ROLE & MAIN PURPOSES OF THE POST

To provide high quality community engagement and environmental education activities across our Sustainable Communities work programme.

Key service areas which the role contributes to include:

- Connecting people with nature.
- Environmental social action projects.
- Strengthening communities via capacity building and training.
- Partnership and project management on behalf of external partners.
- Brokering corporate engagement in communities.
- Grant scheme management including promotion, engagement, facilitation and applicant support.

Key purposes of the post are:

- Develop, deliver and manage high quality community environmental projects, ensuring they meet the needs of communities and partners.
- Work closely with community partnerships to design projects and action plans that meet community needs.
- Create and deliver capacity building support and environmental training programmes with a wide range of community groups.
- Support the promotion and delivery of Groundwork's corporate social responsibility programme.
- Identify and access funding opportunities in accordance with business plan targets.
- Collect monitoring and business intelligence data, including project and financial performance and impact measures.
- Contribute to the development and implementation of marketing and sales campaigns supporting the Sustainable Communities work programme.
- Recruit, manage and train volunteers as required.
- Undertake other related responsibilities commensurate with the post and the evolution of the Trust.

PERSON SPECIFICATION

Essential experience:

- Demonstrable experience of community engagement or development with a wide range of communities.
- Demonstrable experience of delivering environmental education/training.
- Experience in working in partnership with a range of stakeholders from across public, private and voluntary sectors.

Desirable experience:

- Experience of securing new work for example grant applications and proposals to clients and funders.
- Experience in delivering corporate social and environmental programmes.
- Experience of working within a quality management system which assures the quality of programme delivery.

Essential knowledge, skills and qualifications:

- Strong project, including financial management skills.
- Excellent communication skills, able to communicate with a range of audiences using a variety of techniques and media including digital.
- Excellent organisational skills and time management with ability to manage / prioritise own workload, work to deadlines and balance multiple priorities.
- Computer literacy with a practical experience of using MS Office and social media channels and willingness to learn and use other software packages, including our in house financial management system.
- A broad understanding of the economic and social needs of diverse communities.
- Ability to maintain a professional attitude and boundaries in working with partners, members of the community, including young people.
- A positive attitude towards teamwork and being able to work well with others.
- Creative thinker with the ability to “join the dots” both internally and externally in order to develop new services and projects.

Desirable knowledge, skills and qualifications:

- Adult learning qualification e.g. L3 Award in Education and Training or above.
- Relevant qualification in an environmental subject, carbon literacy or similar.
- Awareness of safeguarding of young people, children and vulnerable adults (training will be provided).
- Knowledge of communities and key stakeholders in Greater Manchester.
- Good commercial awareness.

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.

Date Prepared 2.2.2021

Prepared By: Michaela Howell. Head of Communities and review by Deborah Murray, Deputy Executive Director.