

## JOB DESCRIPTION

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|-------------------------|-------------------------------------------------------------------------|
| <b>JOB TITLE:</b>       | Community Project Coordinator                                           |
| <b>SALARY:</b>          | £24,538 per annum                                                       |
| <b>REPORTS TO:</b>      | Community & Environment Manager                                         |
| <b>LOCATION:</b>        | Tipton base with travel across the region                               |
| <b>WORKING PATTERN:</b> | 37 hours a week, including evening and weekend delivery where necessary |

### JOB SUMMARY

The primary focus of this role is to coordinate and deliver a number of Groundwork West Midlands' projects; with one of the main projects being Go Play Sandwell for the organisation.

This Coordinator role will entail the development of project plans, partnerships, financial management and responsibility for the key outcomes and evaluations associated with projects.

You will ensure that all projects are inclusive and delivered to a high quality standard, to client specifications, budget, and timescales. As well as line managing staff / volunteers in compliance with Groundwork West Midlands' policies and procedures to ensure quality delivery of projects and professional development of staff.

*This role will involve regularly working evenings, usually 3:00pm-5:30pm term time and 11am-4:00pm in the school holidays (hours may occasionally change).*

### KEY TASKS

#### **Project Management & Delivery**

- To coordinate and deliver a number of Groundwork West Midlands' projects; working with a wide range of participants, and in ways which demonstrate best practice.
- To oversee and be actively involved in activity programme planning and session planning to ensure that they meet minimum standards, outputs, the needs of clients and partners.
- To coordinate a range of community and environmental activities with a focus on environmental education, supportive play, and youth engagement.

- To develop appropriate partnerships with various organisations and agencies across the West Midlands, including engaging with project stakeholders, community groups, voluntary organisations, employers, and statutory bodies.
- To work within strict budgets and financial deadlines in accordance with Groundwork West Midlands' policies, procedures and practices.
- To ensure that all activities are undertaken in line with Groundwork West Midlands' health and safety policies and procedures, including undertaking risk assessments.
- To prepare and submit internal plans / reports as well as claims and reports to funders, record keeping and monitoring to meet funders' and Finance department requirements.
- To liaise with Team Managers to ensure projects are delivered effectively across the team and, where appropriate, in partnership with other teams. This may include delivering on behalf of other teams as well as project managing delivery using staff from other teams.
- To assist on the development of projects to support the business plan, including identifying and securing appropriate funding to support these.
- To ensure that projects and programmes are effectively evaluated and recorded to support both continuous improvement and also marketing opportunities.
- To ensure all paperwork, (including project monitoring, evaluation, participant data, risk assessment forms, safeguarding and incident/accident report forms) are kept up to date and inputted accurately in a timely manner and to the required standard for Groundwork West Midlands and the funders.
- To be alert to the safeguarding of young people, children and vulnerable adults; raising issues and concerns directly to the Team Managers and the Trust's designated safeguarding leads.

### **People Management and Development**

- To line manage specific staff working within the Charity team; ensuring they have the appropriate support and training to the required standard for delivery on projects.
- To participate in line management meetings and the performance appraisal process.
- To provide regular feedback to direct reports carrying out regular reviews and annual appraisals.
- To assist in the recruitment and induction of new staff members.

## **Communication and Marketing**

- To represent and promote Groundwork West Midlands at appropriate meetings with a range of partners and stakeholders. This may include occasional evening and weekend working.
- To develop and maintain close links with all sectors of the community, particularly local stakeholders and those suffering disadvantage.
- To ensure that the staff and projects you manage comply with funder communication requirements whilst maximising the profile and positive exposure that we can gain for our projects.

## **Additional responsibilities**

- To undertake training and development that is deemed necessary for the pursuance of the post.
- To comply with The Equal Opportunities Policy and Procedure in all employment practices.
- To comply with The No Smoking Policy.
- To meet the travel requirements of the role; using own vehicle and / or company vehicles.
- To ensure adherence to environmental procedures.
- To comply by GDPR regulations throughout project tasks and delivery.
- To undertake other related responsibilities commensurate with the evolving objectives of the post and the evolution of the Trust, as may reasonably be requested by Managers / Directors.
- To work with due regard for Groundwork West Midlands core values and objectives.

**Date: July 2021**

**This post is exempt from the provisions of the Rehabilitation of Offenders Act. An Enhanced DBS check will be required prior to appointment.**

Theme: Community & Environment

## PERSON SPECIFICATION



**Note to Applicant** – when submitting your cover letter and CV you should demonstrate the extent to which you have the necessary education, experience, knowledge and skills identified as a requirement for the post.

| Factor                            | Criteria                                                                                                                                                                                              | Essential/<br>Desirable | Shortlist<br>Criteria<br>(Yes or No) | Selection method used to<br>evidence criteria |
|-----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|--------------------------------------|-----------------------------------------------|
| <b>Qualifications</b>             | Educated to A Level or NVQ level 3 or equivalent.                                                                                                                                                     | Essential               | Yes                                  | CV / Interview Process                        |
|                                   | Educated to Degree level / has relevant Community / Environment / Education related qualification.                                                                                                    | Desirable               | No                                   | CV / Interview Process                        |
|                                   | Full manual driving licence and access to own car, (use of own / company vehicle for business purposes and willingness to travel as required).                                                        | Essential               | Yes                                  | CV / Interview Process                        |
| <b>Experience /<br/>Knowledge</b> | Experience of managing and delivering a broad range of community and environment based projects to different audiences, (e.g. around sustainable education / supportive play and / youth engagement). | Essential               | Yes                                  | CV / Interview Process                        |
|                                   | Knowledge and understanding of the challenges facing both disadvantaged communities and the local environment.                                                                                        | Desirable               | No                                   | CV / Interview Process                        |
|                                   | Proven experience of planning and delivering projects to agreed budgets and timescales, including staff co-ordination and their development.                                                          | Essential               | Yes                                  | CV / Interview Process                        |

## PERSON SPECIFICATION



|                                      |                                                                                                                                                                                           |           |     |                        |
|--------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----|------------------------|
| <b>Experience / Knowledge</b>        | Experience of working in partnership with public, private and voluntary sectors, particularly related to community issues.                                                                | Essential | No  | CV / Interview Process |
|                                      | Experience of successfully developing bids and funding applications with a community or environmental focus at a project level.                                                           | Desirable | No  | CV / Interview Process |
|                                      | Experience in marketing, social media and video making platforms for business purposes.                                                                                                   | Essential | No  | CV / Interview Process |
|                                      | Experience in community engagement, motivation and involvement techniques and methods.                                                                                                    | Essential | No  | CV / Interview Process |
|                                      | An understanding and awareness around the safeguarding of children and young people, along with the knowledge around procedures to follow.                                                | Essential | Yes | CV / Interview Process |
| <b>Personal Skills and Abilities</b> | Ability to communicate effectively (both written and verbal) with a variety of people internal and external to the organisation.                                                          | Essential | Yes | CV / Interview Process |
|                                      | Ability to work to deadlines, dealing with competing demands and to prioritise own work programme.                                                                                        | Essential | Yes | CV / Interview Process |
|                                      | Ability to relate to and motivate diverse groups of individuals, including children and young people with varying needs and issues and / those that live in disadvantaged neighbourhoods. | Essential | Yes | CV / Interview Process |
|                                      | Effective administrative and organisational skills along with an attention to detail.                                                                                                     | Essential | Yes | CV / Interview Process |

## PERSON SPECIFICATION



|              |                                                                                                                                           |           |     |                                         |
|--------------|-------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----|-----------------------------------------|
|              | Ability to work productively with minimum supervision and as part of a team.                                                              | Essential | Yes | CV / Interview Process                  |
|              | Ability to maintain a professional attitude and boundaries in working with members of the community, including children and young people. | Essential | Yes | Interview process/ pre-employment check |
|              | Computer literate with a practical experience of using MS Word, Excel and an ability to use in-house software packages.                   | Essential | Yes | CV / Interview Process                  |
| <b>Other</b> | Ability to adhere to the organisation's health, safety and welfare policies and procedures.                                               | Essential | No  | Interview Process                       |
|              | A commitment to promoting equal opportunities and diversity in all work practices, employment and partnering opportunities.               | Essential | No  | Interview Process                       |
|              | A flexible approach and ability to work out of office hours including evenings and weekends as appropriate.                               | Essential | No  | Interview Process                       |