

**Groundwork South and North Tyneside**  
**Job Description & Person Specification**

<b>Job Title:</b>	<b>Programme lead – Communities and Wellbeing</b> (Green Community Hubs Facilitator)
<b>Service:</b>	Communities
<b>Hours of work:</b>	37 hours per week
<b>Pattern of work:</b>	To be agreed with line manager 8.30am to 5pm (flexible start and finish times to be agreed with line manager)
<b>Office base:</b>	West Boldon Lodge
<b>Work locations:</b>	South and North Tyneside with possible travel to various sites across the North or through remote access
<b>Salary:</b>	£24,669 per annum - pro rata £28,860
<b>Reporting to:</b>	Head of Communities and Culture
<b>Responsible for:</b>	Project Officer – Health and Wellbeing
<b>Type of Contract:</b>	Permanent
<b>Benefits</b>	

**BACKGROUND**

Groundwork South and North Tyneside has been Changing Places and Changing Lives for over 30 years through a variety of environmental, learning, health and skills programmes.

We are a fast paced and diverse charity with an excellent track record in partnership working and high quality delivery.

The successful post holder will be a motivated, dynamic and knowledgeable individual with sound business acumen to further develop our work across the communities of South and North Tyneside.

The development of Green Hubs is an exciting new programme which will involve working with colleagues across the North who will be supporting community groups to develop a network of Green Community Hubs across the North of England.

**SCOPE OF THE ROLE**

Our community provision encompasses a number of areas including (but not limited to):

- Support the development and creation of a network of green community hubs across the North of England. Working across South Tyneside the post holder will work with community groups to develop Green Community Hubs.



- Health and Wellbeing inc. Green Exercise programme development and management, Walking Programme development and management, Development of Social Prescribing Prescriptions
- Community Enablement, Development and Engagement including but not limited to Tesco Community Grants, and support for Green Space Groups
- Facilitation of Community Events

The post holder will directly line manage a small team of project staff. The post holder will be expected to undertake some project delivery in addition to their line management responsibilities. The post holder will seek and apply for funding to support their projects and programmes with support from Business and Funding Manager and Head of Communities and Culture.

The postholder will work to identify opportunities for the development of new green community hubs in their region working with internal Groundwork teams and external community organisations. They will provide advice and guidance to develop ideas and to help green community hubs achieve their vision and develop a robust business case.

Although there are common features and functions of a green community hub these will be developed based on local needs through a place based approach. This approach helps to draw upon local solutions, utilise existing assets and resources in the area helping build resilience to improve health and wellbeing and reduce health inequalities. The network of Green community hubs will be multifaceted acting as a health centre, training resource, volunteer network and a bio-diversity hub.

The ambition is to create a network of green community hubs across the North of England that are investment ready. This is a new team of community facilitators based in different Groundwork Trusts across the North who will share good practice and delivery models. The team will work closely with the Green Community Hubs Co-ordinator who will lead the project and provide additional support to ensure there is consistency across the hubs in terms of training and support, impact and quality.

## MAIN DUTIES & RESPONSIBILITIES

The role will encompass five key areas:

1. Project Development and Delivery
2. Staff Management
3. Operational & Financial Performance Management
4. Business Development
5. Reporting
6. Quality

### 1. Project Development and Delivery

- To identify community groups that have the ambition of creating a green community hub within their site
- To help co-design community hubs in collaboration with the local community
- To provide direct support to hubs over a period of up to 18 months providing advice related to organisational structure, good governance, inclusivity, fundraising, project delivery and impact evaluation.
- To contribute to the development of a centralised a training programme to support each of the hubs
- To provide access to training and support the delivery of training courses to local hubs
- To help develop a business case for each community hub that has the potential to attract further funding
- To support community and stakeholder engagement, encouraging the hubs to be integrated into existing programmes and services locally
- To participate and encourage engagement in a good practice forum
- To build strong working relationships with internal Groundwork teams and external stakeholders
- To capture key learning points from each of the hubs
- To work to agreed KPIs and performance targets
- Organisation and delivery of events & projects including large scale Corporate Social Responsibility events
- Use local community knowledge to develop and deliver projects that directly benefit the people of South and North Tyneside.

### 2. Staff Management

- Line Management of staff
- Work with line manager to recruit and select project staff and volunteers
- Overall responsibility for team including shift planning, timetabling and allocation of work
- Work with manager to develop and implement staff development / training plans
- Manage staff attendance and performance

### 3. Operational and Financial Performance Management

- Regular review of financial and performance information against Business Plan profiles
- Prepare monthly performance monitoring reports to Head of service

- Budget planning in line with business plan, and reporting as required
- Timely claims and invoicing
- Work with Head of service to Identify areas for improvements or adjustments to support programme growth and development
- To take direct responsibility for all programme areas, from inception through to completion
- Responsibility for project related Service Level Agreements and contracts

#### **4. Business Development**

- Work with Head of service to Initiate and develop community programmes and models
- Support manager with strategic programme development
- To promote Groundwork services internally and externally
- To share knowledge and best practice to improve service delivery
- To work closely with colleagues to develop and implement new ways of working
- Take a lead on marketing including web presence, newsletters, brochures and relevant publicity materials
- To be the direct point of contact for all community work
- Support officers in the continual improvement of their work area(s)

#### **5. Reporting**

- To ensure accurate and timely completion of all reporting requirements to funders and contractors, including Local Authorities and grant funders
- To complete internal reporting requirements including HR, Finance, and performance outputs
- To present, as requested, to the Executive team on progress, successes and future opportunities
- To support the Trusts annual business planning process by contributing to forward plans, ambitions and vision

#### **6. Quality Control and Customer Service**

- To monitor the quality of service delivery through evaluation & review
- To report areas for improvement to Manager, and implement agreed actions
- To support the implementation of Quality Standards within Groundwork
- Contribute to improvement plans relating to Trust wide activities including policies, procedures, systems and processes
- To act as representative on all quality related task groups within the /trust, ensuring information is effectively passed to team

## **ADDITIONAL RESPONSIBILITIES**

- The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties that may be required from time to time within the general scope of the post.
- Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.
- The post holder is required to carry out the duties in accordance with the company's Equal Opportunities Policies
- A commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults, and reporting any concerns.
- To be aware of, and comply with, all measures to support our environmental standard ISO14001
- To oversee the H&S Management of site activities in-line with Groundwork's Health & Safety Policies and Procedures to ensure staff, volunteers and general public are safe at all times
- To liaise with the Trust's H&S Lead and External Consultant on H&S matters relating to sites, activities and operating procedures

**Person Specification (requirements to carry out this role)**

	Essential (E) Desirable (D)		Assessment Method
<b>Education, Training &amp; Qualifications</b>			
Educated to degree or equivalent in a related discipline		D	A
Evidence of continued professional development	E		A
Health and Safety Qualification		D	A
Safeguarding training		D	A
Community development qualification		D	A
First Aid qualification		D	A
<b>Experience</b>			
Extensive experience of working within local communities and within community led projects	E		A / I
Proven track record of partnership working	E		A / I
Experience of programme planning and implementation; project and performance management; managing and reporting on budgets; and working with volunteers	E		A / I
Experience of supporting and developing staff and volunteers	E		A / I
Experience of researching and identifying a range of relevant funding opportunities and submitting applications for project funding	E		A / I
Experience of designing and delivering training programmes to share best practice across projects		D	A / I
<b>Knowledge</b>			
Knowledge of community development and engagement methodologies	E		A / I
Knowledge of relevant funding streams	E		A / I
Knowledge of key government and local policies relevant to community development.	E		A / I
Knowledge of Health and Safety management including safeguarding.	E		A / I
<b>Skills and Abilities</b>			
Ability to work alone and part of a wider team	E		A / I
Ability to develop effective working partnerships with a wide range of stakeholders	E		A / I
Ability to prioritise workloads	E		A / I
Excellent written and verbal communication skills, including report writing and presentations	E		A / I
Excellent research and analytical skills	E		A / I
Ability to work effectively under pressure and handle challenging priorities	E		A / I
Proven Leadership Skills; approachable with the ability to enthuse others	E		A / I



Take a proactive approach to problem solving, being innovative and creative and taking ownership of delivering outcomes	E		A / I
<b>Personal Qualities and Commitments</b>			
A commitment to understand and follow all Groundwork core policies in all work practices	E		A
Willingness to support the programme team out of hours, including occasional evening and weekends, as and when required	E		A
Access to own transport in the course of your duties.	E		A / I

**Assessment Key:**

**A** (application form), **I** (interview), **P** (presentation), **E** (exercise), **R** (role play)

**Note to applicant:**

Should you have any questions about the assessment methods, please do not hesitate to contact Human Resources on 01942 821444 who will be happy to answer any questions and/or address any special requirements.

<b>Employee: (name in caps)</b>	<b>Employee: (signature)</b>	<b>Date: (signed)</b>