

# GROUNDWORK GREATER MANCHESTER



## Job Description & Person Specification



### SALARY

£22,000 - 25,000 pro rata (depending on experience)

### DURATION OF THE POST

Fixed term to end January 2024

### BUSINESS UNIT

Sustainable Communities

### LOCATION

Trafford Ecology Park

### ACCOUNTABLE TO

Communities Programme Manager

### RESPONSIBLE FOR

Volunteers as required

### TEAM

Communities

**OVERVIEW OF THE POST**

The Green Community Hubs Facilitator will support the creation of a network of green community hubs across the North of England, identifying opportunities for the development of new green community hubs in Greater Manchester, working with internal Groundwork teams and external community organisations.

A green community hub is a physical space that a local community has the responsibility for managing. The hub offers a broad range of services that build resilience and reduce health inequalities in communities. Activities and partners will vary based on the assets of that community but could include volunteer development, education programmes, physical activity programmes or biodiversity and conservation projects. Examples of green community hubs include community gardens, food growing projects, woodlands or parks.

The ambition is to create a network of green community hubs across the North of England that are able to deliver sustainable activities that benefit the local community. This is a new team of five community facilitators based in five different Groundwork Trusts across the North. They will be led by a Green Community Hubs Coordinator and supported by a Marketing and Communications Officer to ensure there is consistency across the hubs in terms of training and support provided, impact and quality.

**ROLE & MAIN PURPOSES OF THE POST**

1. To identify community groups that have the ambition of creating a green community hub within their site
2. To help co-design community hubs in collaboration with the local community
3. 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.
4. To work with the Green Community Hubs Coordinator and contribute to the development of a centralised a training programme to support the development of broader hubs
5. To provide access to training and support the delivery of training courses to local hubs
6. To achieve the programme outcomes and targets set in the partnership agreement
7. To help develop a business case for each community hub that has the potential to attract further funding
8. To support community and stakeholder engagement, encouraging the hubs to be integrated into existing programmes and services locally
9. To participate and encourage engagement in a good practice forum
10. To build strong working relationships with internal Groundwork teams and external stakeholders
11. To capture key learning points from each of the hubs
12. To work to agreed KPIs and performance targets

**PERSON SPECIFICATION****Essential experience:**

- Extensive experience of working with local communities and within community led projects
- Proven track record of partnership working

- Experience of programme planning and implementation; project and performance management
- Experience of supporting and developing staff / volunteers

**Desirable experience:**

- Experience of identifying a range of relevant funding opportunities and developing applications
- Experience of designing and delivering training programmes to share best practice across projects

**Essential knowledge, skills and qualifications:**

- Knowledge of community development and engagement methodologies
- Knowledge of Health and Safety management including safeguarding.
- Ability to work alone and part of a wider team
- Ability to develop effective working partnerships with a wide range of stakeholders
- Ability to prioritise workloads
- Excellent written and verbal communication skills, including report writing and presentations
- Excellent research and analytical skills
- Ability to work effectively under pressure and handle challenging priorities
- Proven leadership skills; approachable with the ability to enthuse others
- Evidence of continued professional development

**Desirable knowledge, skills and qualifications:**

- Knowledge of different funders and funding streams
- Knowledge of key government and local policies relevant to the development of Green Community Hubs
- Educated to degree or equivalent in a related discipline
- Health and Safety Qualification
- Safeguarding training
- Community development qualification
- First Aid qualification

**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 post will be subject to a basic DBS check
- Access to own transport in the course of your duties.

**PREPARED BY:** Michaela Howell

**PREPARED ON:** 13<sup>th</sup> June 2022