

Groundwork in Cheshire, Lancashire and Merseyside.

Green Community Hubs Manager

Salary: £27,110 - £33,854 per annum

Full-time: 36.25 hours per week

Based: Home based or based at one of Groundwork's core offices



Are you passionate about green initiatives and community development?

We have a fantastic opportunity to manage an exciting new project.

As the Green Community Hubs Manager, you will lead on the development and creation of a network of green community hubs across the North of England.

A green community hub is a physical space that a local community has the responsibility for managing. They bring other services together and offer a broad range of activities that build resilience and reduce health inequalities in communities. Examples include community gardens, food growing projects, woodlands or parks.

You will lead a team of six staff members, including five Community Hub Facilitators supporting projects on a local basis and a Marketing and Communications Officer providing support across the region. Your role will be to develop green community hubs across the region and lead on the development and coordination of a centralised training programme, available for each locality to support them in establishing and developing their projects.

How To Apply

To request an application pack, please email: recruitment.clm@groundwork.org.uk or telephone 01942 821 444.

Alternatively, please visit the Careers section of our website: www.groundwork.org.uk and download, complete and return a Job Application, Declaration of convictions and Equal Opportunities Monitoring Form.

Please email your completed forms to recruitment.clm@groundwork.org.uk or send by post to Groundwork, 74-80 Hallgate, Wigan, WN1 1HP.

Closing date: 5pm 22nd August 2022 Interviews: w/c 5th September

Job Description & Person Specification

Job Title:	Green Community Hubs Manager
Service:	Communities
Hours of work:	Full time – 36.25 hours per week
Pattern of work:	Monday to Friday 9am to 5pm (flexible start and finish times to be agreed with line manager)
Office base:	Home based or based at one of Groundwork's offices across the North of England
Work locations:	Occasional travel to various sites across the North of England
Salary:	Full time £27,110 - £33,854 per annum
Reporting to:	Communities Director
Responsible for:	Marketing and Communications Officer Green Community Hubs Facilitator
Type of Contract:	Permanent
Benefits	Contributory Pension Scheme (3%) Annual Holidays 25 days + 1 additional day for Christmas Closure + Public Holidays (x8). Annual leave increasing to 30 days with length of service Flexible working arrangements and hybrid work from home opportunities Employee Assistance Programme Regular supervision and support

Background

The Green Community Hubs Manager will lead a team of six staff members on the creation of a network of green community hubs across the North of England.

Green community hubs are natural spaces that act as a base for community activities. They might be community gardens, parks, nature reserves, or a small pocket of land on a housing estate. Green community hubs form part of the social infrastructure of a neighbourhood – the places and spaces that enable social connections to flourish. Activities delivered at green community hubs will vary based on the assets within each community but could include volunteer development, education programmes, physical activity programmes or biodiversity and conservation projects.

This post will spearhead the Green Community Hubs: Northern Network project funded by the National Lottery Community Fund. This programme is of national importance to Groundwork as we seek to influence policy with the long term aim of creating green community hubs in every neighbourhood across the country.

Scope of role

The role will involve managing a team of staff to develop five 'test and learn' green community hub projects across the region. These test and learn projects have already been identified as part of the programme development phase.

In addition to this, the role will lead on developing a support and resource programme available to a further 30+ organisations yet to be identified. The aim of this is to provide external organisations with the knowledge of how to set up and run their own green community hubs. This will be delivered through a centralised training programme, available for each locality.

The successful candidate will have a passion for green initiatives and community development. They will be experienced in sharing good practice and facilitating co-production. The role will include identifying potential funding streams and sources of income to support the long-term sustainability of new green community hubs.

The Green Community Hubs Manager will lead a team of six Groundwork staff members including five Community Hub Facilitators supporting projects on a local basis and a Marketing and Communications Officer providing support across the region.

Main Duties & Responsibilities

Project Management

- 1.To lead on the delivery of all aspects of the Northern Network project over a period of 18 months.
- 2.To work with five Green Community Hub Facilitators and one Marketing and Communications Officer across the North of England
- 3.To develop relationships with the National Lottery and other stakeholders
- 4.To produce impact reports and collate information as required by funders
- 5.To manage project finances and spend forecasts completing all claims to the project funder
- 6.To work with the external evaluation partner on data and information capture

Project Delivery

- 1.To coordinate the creation of the Northern Network of green community hubs
- 2.To design and implement a centralised training programme to support each of the hubs and provide distance learning support to other organisations
- 3.To provide advice and guidance to help each green community hub including advice on organisational structure, good governance, inclusivity, fundraising, project design and project delivery.
- 4.To facilitate a forum to share good practice and case studies across the Northern Network
- 5.To capture and share key learning points and themes from each of the sites

People Management

- 1.To directly line manage the project Marketing and Communication Officer and one of the Green Community Hub Facilitators providing appropriate 1:1 support
- 2.To build strong working relationships with other key staff members in each Groundwork Trust

Green Community Hubs: Northern Network project deliverables

- Creation of 5 new Green Community Hubs
- 30+ community projects will have access to technical advice and expertise to help develop projects that are sustainable and investment ready
- Creation of an online and offline network of Green Community Hubs
- Creation of a bank of resources and information that is shared across the network which supports best practice
- 50 new partners working collaboratively and contributing to the design of the hubs
- 200 local people involved in co-designing services
- 100 local people reporting greater climate awareness
- 200 people reporting greater connection with nature and increased skills

Organisational Responsibilities

1. Investors in People - Groundwork Cheshire Lancashire & Merseyside is committed to maintaining its Investor in People (IIP) status and you are expected to support the ongoing development of IIP.
2. Health & Safety - All staff and volunteers have responsibility for ensuring that their working environment is healthy and safe and that staff and volunteers for whom they are responsible for, or working with, are not placed at risk. All staff and volunteers will be expected to familiarise themselves with and adhere to the current Health & Safety Policy.
3. Equal Opportunities & Diversity - Groundwork Cheshire Lancashire & Merseyside strives to be an equal opportunities employer and operates an Equal Opportunities policy. It also recognises the benefits that a diverse workforce brings to the organisation and welcomes this.
4. Data Protection - Groundwork Cheshire Lancashire & Merseyside endeavours to comply with the Data Protection Act 2018. It may be necessary to disclose personal data to funding bodies - where a role is funded externally - in order to comply with their funding requirements. If this applies to you we will inform you about what information is shared.
5. Personal Development - All staff and volunteers will be expected to participate in a broad range of personal development activities in line with best practice and take responsibility for identifying own learning needs in order to fulfil the requirements of the role and support career progression.
6. Corporate Training - All staff and volunteers will be expected to attend and fully participate in the Trust's Corporate Training Programme.

This role is funded by the National Lottery Community Fund



PERSON SPECIFICATION

Assessment Key: A (application form), I (interview), P (presentation), E (exercise), R (role play)

	Essential (E) Desirable (D)	Assessment Method
Education, Training and Qualifications		
Educated to degree or equivalent in a related discipline	D	A
Evidence of continued professional development	E	A
Project Management qualification	D	A
Health and Safety Qualification	D	A
Safeguarding training	D	A
Experience		
Experience of delivering projects from inception to completion	E	A / I
Experience of building relationships and working in partnership with a variety of organisations and individuals	E	A / I
Line management experience	D	A / I
Financial management experience and experience in managing project budgets and producing grant claims	E	A / I
Experience of working within or with the voluntary and community sector	D	A
Experience of working within a challenging environment with multiple complex demands	E	A / I
Experience of health and safety management	D	A
Experience of designing and delivering training programmes to share best practice across projects	D	A / I
Knowledge		
Knowledge of community development and asset based approaches	D	A / I
Knowledge of green community hubs or environment focused community projects	D	A
Knowledge of different funders and funding streams	D	A / I
Skills and Abilities		
Proven leadership skills and ability to lead a team of remote staff	E	A / I
Ability to develop effective working partnerships with a wide range of stakeholders	E	A / I
Pro-active and self starter	E	A / I
Ability to work effectively under pressure and handle challenging priorities	E	A / I
Ability to build and manage relationships to help develop and deliver effective collaborative approaches	E	A / I
Excellent written and verbal communication skills, including report writing and presentations	E	A / I
Personal Qualities and Commitments		
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 required	D	A
Access to own transport in the course of duties	D	A

Changes to job descriptions

Changes in duties and responsibilities usually occur naturally over time in order to respond to the needs of the role and/or service. Employees should be encouraged to share what they think is missing and should be added. Managers also need to consider if something needs to be removed or added. It is important that whatever is written is clear. As mentioned in the note only significant changes will warrant a full review.

Note to applicant:

Should you have any questions about the assessment methods, please don't hesitate to contact HR on 01942 821444 who will be happy to answer any questions and/or address any special requirements.

Employee: (name in caps)	Employee: (signature)	Date: (signed)