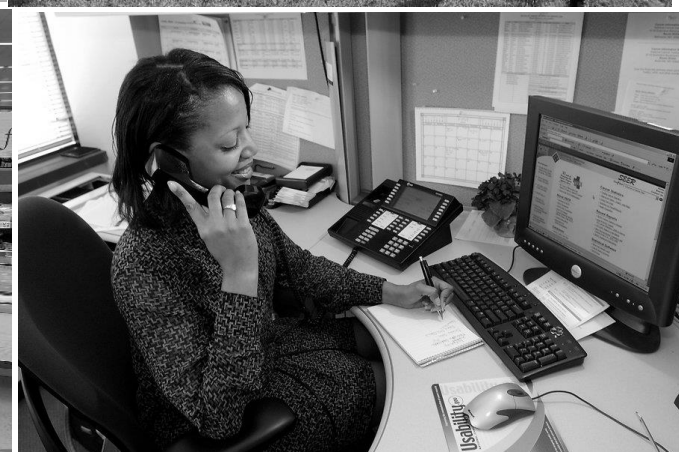




Brief for the position of
Community Project Coordinator (CSR)
Groundwork West Midlands
May 2025

Closing date: 20th June 2025



Overview

Groundwork is a charity working to transform lives in the UK's most disadvantaged communities. We are passionate about creating a future where every neighbourhood is vibrant and green, every community is strong and able to shape its own destiny and no-one is held back by their background or circumstances.

We help people gain confidence and skills, get into training and work, protect and improve green spaces, lead more active lives and overcome significant challenges such as poverty, isolation, low skills and poor health.



We create better places

By making communities greener, safer and healthier and by enabling people to work together to bring about change in their local area



We improve people's prospects

By increasing the confidence, skills, wellbeing and employability of those struggling in education or out of work.



We promote greener choices

To help people and businesses reduce their environmental impact, improve their health, cut waste and save money.

Our Vision

"To help shape vibrant communities across the West Midlands, where people are healthier, more resilient and enterprising."

Our Mission

"To enable people to flourish, and to support the creation of sustainable environments through collaboration, behavioural change and practical action"



Job Description



JOB TITLE:	Community Project Coordinator (CSR)
SALARY:	£28,158 (37hrs per week)
REPORTS TO:	Community and Environment Manager
LOCATION:	Tipton office base – with travel across the region*

ROLE SUMMARY

This role is primarily focused on the planning, delivery, and growth of our Corporate Social Responsibility (CSR) programmes at Groundwork West Midlands.

The main objectives are to lead activities with corporate volunteer groups, (predominantly in outdoors settings), and create meaningful impacts in local communities through practical projects.

The CSR Coordinator will be 'hands on' with practical environmental skills – from building raised beds to delivering gardening / conservation tasks, they will look to develop and / maintain spaces such as at schools, nature reserves, parks and community centres.

Taking a lead on project planning, community engagement and partnership development, they will also gather feedback and report the outcomes related to these programmes.

They will ensure that all projects are inclusive, high-quality, and delivered in line with client / partner specifications, within budget, and on schedule. Additionally, they will manage staff and volunteers, ensuring compliance with GWWM policies and fostering their professional growth.

This role offers a range of opportunities to develop skills across diverse community projects. The Coordinator will contribute to meaningful charity work that makes a real difference in people's lives.

Note: This position may occasionally require weekend work to deliver events.

At Groundwork West Midlands, we support flexible working arrangements and would be happy to discuss a suitable working pattern that works for both you and the organization.

MAIN DUTIES

Coordinate and Deliver Projects: Oversee and deliver a range of GWWM projects, ensuring best practice and effective engagement with a diverse group of participants.

Activity Planning: Plan and organize activities and sessions to meet minimum standards, client needs, and project objectives.

Community and Environmental Activities: Coordinate environmental improvement schemes, including site improvements and conservation projects.

Develop Partnerships: Build and maintain partnerships with local organizations, community groups, corporate partners, and statutory bodies.

Communication and Marketing: Represent and promote GWWM at relevant meetings with partners and stakeholders. Ensure staff and projects meet funder communication requirements while maximizing exposure, including proficient use of social media platforms.

Budget and Financial Management: Work within set budgets and financial deadlines, adhering to GWWM policies and procedures.

Health and Safety Compliance: Ensure all activities follow health and safety policies, including conducting risk assessments.

Reporting and Monitoring: Prepare internal reports, claims, and progress updates for funders, ensuring compliance with their requirements.

Team Collaboration: Work with Team Managers to ensure projects are delivered effectively across teams, sometimes overseeing cross-team project delivery.

Project Development: Assist with the development of new projects, including securing funding to support the business plan.

Client Feedback: Gather feedback from clients on project delivery and content, making improvements where necessary and reporting to line management.

Project Evaluation: Ensure all projects are evaluated and documented for continuous improvement and marketing opportunities.

Documentation and Record Keeping: Keep all paperwork, including project monitoring, evaluations, participant data, and risk assessments, up to date and accurate.

Safeguarding: Be vigilant about safeguarding concerns, reporting any issues related to young people, children, or vulnerable adults to Team Managers or designated safeguarding leads.

PERSONAL DEVELOPMENT AND PEOPLE MANAGEMENT

Team Morale: Foster a positive team atmosphere, taking responsibility for maintaining good morale and positive work relations.

Performance Monitoring: Participate in one-to-one meetings and performance appraisals to track personal development and identify training needs.

Training and Development: Undertake any training / development opportunities as required for the role.

Recruitment and Induction: Assist in the recruitment and induction of new staff.

Staff Management: Line manage staff (when required), ensuring they receive the necessary support and training to meet project delivery standards.

Feedback and Appraisals: Provide regular feedback, conduct reviews, and carry out annual appraisals for direct reports.

OTHER RESPONSIBILITIES

To comply with Groundwork West Midland's policies and procedures in all employment practices, these include:

- Equality, Diversity and Inclusion
- Smoking Policy
- Health and Safety
- Safeguarding
- Data Protection
- Code of Conduct

To meet the travel requirements of the role which will include travel across the region when required, using own vehicle and / company vehicles to transport equipment.

To attend any project / organisation meetings and to work with due regard for Groundwork West Midland's core values and objectives at all times.

To undertake additional tasks or duties that may be reasonably requested as necessary to improve job performance or to support the overall functioning of the Charity theme and organisation.

Please note: Appointment to this post is subject to an Enhanced DBS check, in line with Groundwork's Safer Recruitment policy.

Person Specification

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

Specification	Essential	Desirable
Qualifications		
Educated to Level 2 or equivalent in Maths and English, i.e. grades 9 – 4 (A* - C).	X	
Qualification in one or more of the Charity theme's core areas of work (Community / Youth / Environment / Education) or other relevant experience.		X
Valid driving licence and access to own car for business travel.	X	
Emergency First Aid or other relevant First Aid training.		X
Experience		
Experience in planning and delivering diverse community and environmental projects for various audiences (e.g., youth engagement, volunteer conservation days).	X	
Proven experience of leading on practical environmental / conservation / landscape work, including the use of hand tools.	X	
Experience in partnership working and in the proactive engagement of different organisations, from public, private to third sector.	X	
Experience of volunteer and staff co-ordination and their development.	X	
Experience of project monitoring, evaluation and reporting in line with timescales and budgets.	X	
Experience in marketing, social media and video making platforms for business purposes.		X
Knowledge		
Awareness around the safeguarding of children, young people, and vulnerable adults, along with the understanding of procedures to follow.	X	

Good understanding of the needs and issues relating to people living in disadvantaged areas.	X	
Knowledge around developing bids and funding applications with a community or environmental focus at a project level.		X
Skills		
Excellent communication, (e.g. clear and concise written work) and social skills.	X	
Able to work on own initiative and as part of a team.	X	
Good time management, (e.g. work to deadlines) and strong organisational skills.	X	
Flexible; <ul style="list-style-type: none"> - Can adapt to changing circumstances - Problem solve - Travel for the role, transporting equipment / resources if required - Work out of office hours, i.e. late afternoons and occasional weekend events. 	X	
Able to maintain a professional attitude and boundaries when working with communities, including children, young people and vulnerable adults.	X	
Computer literate, including MS Word, Excel, email, Teams / Zoom and social media (Facebook).	X	
Motivated and willing to learn.	X	

How to apply

To apply, please submit your CV and a covering letter outlining your skills and reasons for applying for the role at Groundwork West Midlands to wmhr@groundwork.org.uk

In line with GDPR, we ask that you do NOT send us any information that can identify children or any of your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, data concerning health or sex life and sexual orientation, genetic and / or biometric data) in your CV and application documentation.

Following this notice, any inclusion of your Sensitive Personal Data in your CV/application documentation will be understood by us as your express consent to process this information going forward. Please also remember to not mention anyone's information or details (e.g. referees) who have not previously agreed to their inclusion.

Date: May 2025