

JOB DESCRIPTION

JOB TITLE	Communities Project Officer
SALARY	£18,400 pro rata
REPORTS TO	Volunteer co-ordinator – Communities
LOCATION	South and North Tyneside
TERMS & CONDITIONS	Standard Terms and Conditions – 16hrs
WORKING PATTERN	Core hours 12.30-4.30pm Tuesday and Wednesday, remaining hours to be worked over 1-2 days. Occasional evening and weekend work will be required.

JOB SUMMARY

Groundwork South and North Tyneside has been Changing Places and Changing Lives for 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 who will work with the Volunteer Co-ordinator to further develop our work in the Horsley Hill and Harton Wards of South Tyneside.

The role encompasses (but not limited to) the following activities: organisation of community events, organisation of Health activities, programmes and initiatives, Community group support, community consultation and conversations, funding applications, and session delivery. The post holder will be part of a team that are responsible for the day-to-day operation of the centre.

Marsden Road Health and Wellbeing Centre is a multi-use building that is adjacent to Marsden Road Health Centre. A major part of this role is to integrate services for the community with a particular focus on health in partnership with wider stakeholders. A passion for community development and engagement is essential.

This post is funded by the National Lottery by the **National Lottery Community Fund** - thank you to National Lottery players for making this possible.

In summary the job will involve the following five key areas;

- Community Engagement and Development
- Project Management
- Relationship management

- Health & Safety

KEY TASKS

Community Engagement and Development

- Have 'what matters to you' conversations with people from the Horsely Hill and Harton Wards, and centre users
- Fill gaps in provision and add value to existing services through partnership working and community development
- Put local people in the lead of all projects and activities
- To take a lead role in marketing and promoting activities and events
- Regularly liaise with link workers, voluntary & community sector partners, and community groups

Project Management

- Activity delivery, output recording, monitoring and reporting, and evaluation
- Regular review of business and financial plans alongside the Volunteer Co-ordinator
- Effectively utilise resources, planning resource requirements and costing where appropriate, in line with Groundwork's environmental ethos
- Recording Trust specific data including Key Performance Indicators and Project Performance Measures
- Work alongside the Operations Manager and Volunteer Co-ordinator in reviewing annual performance, and developing the team Business Plan
- To provide on-the-job training and guidance for assistant project officers and volunteers in a variety of tasks and activities, ensuring that quality remains high and consistent.
- To assist with completing appropriate funding bids, and support tender opportunities

Relationship Management

- Maintain excellent relationships with key contacts and stakeholders
- Work closely with contract managers to ensure efficient contractual delivery and positive and effective working relationship
- To work as part of the Groundwork Team building good working relationships with colleagues.
- To positively raise the awareness of Groundwork through engagement with a variety of partners and clients such as local residents, community groups, voluntary organisations, local school, training providers and private companies.
- Develop effective relationships with a range of individuals and organisations to support additional activities and events, as well as new areas of work

Health & Safety

- To ensure compliance with the Trust's health and safety policies and procedures at all times, completing and implementing risk assessments and health and safety management for all projects and activities.
- To advocate Health & Safety across the Trust staff team
- Actively review and check Health & Safety practices within own area of work.
- Where applicable you will be responsible for wearing the correct personal protection equipment as provided by your employer, and ensuring your own clothing is appropriate and fit for the task to be undertaken

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 be aware of, and fully comply with all areas of Information Security in particular the GDPR (General Data Protection Regulations) 2018

Prepared by	Katherine Mason-Gage May 2021
Edited by	Rebecca Maw June 2021

