**JOB DESCRIPTION**

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| JOB TITLE | CommUNITY Actions Coordinator |
| SALARY BAND | 10 £25,501 - £27,462 |
| HOURS | 37 hours per week (Monday to Friday) Fixed Term February 2023  Work outside normal office hours will be required for which time off in lieu will be granted. |
| RESPONSIBLE TO | Senior Project Manager |
| RESPONSIBLE FOR | Sustainable Living Trainers |
| LOCATION | Middlesbrough Environment City, Sandy Flatts Lane, Acklam, Middlesbrough, TS5 7YN |
| JOB PURPOSE | The post holder will be responsible for the day to day management of the CommUNITY Actions project including planning, staff supervision, monitoring of outcomes, liaison with partner organisations and evaluation. The post holder will take an asset-based community development approach, engaging with and working alongside communities living in Middlesbrough to co-produce community led activities, bringing communities together building social cohesion and resilience, supporting healthier lifestyles and creating sustainable change through community action. Three themes will underpin the project: Food, Active Travel and Affordable Warmth. The post holder will be responsible for integrating CommUNITY Actions across existing MEC projects, building upon and developing existing activities and engaging with new communities acting as the conduit to bring together innovation, skills, resource and mutual learning.  The post is funded by the National Lottery through the National Lottery Community Fund. |

**Main Duties and Responsibilities:**

* To develop an effective team that can work across MEC’s project teams, developing an in depth understanding of the work undertaken by the teams particularly in relation to horticulture, cooking, active travel and affordable warmth.
* Undertake a comprehensive mapping exercise to understand what community activities/projects are taking place and to identify key community actors.
* To engage with community actors within target communities to build rapport, develop a greater understanding of people’s priorities and drivers, and plan approaches, activities and events to reach out to less engaged community members and overcome barriers to engagement and involvement.
* To facilitate community conversations to gain a deeper insight into the aspirations and assets within communities and facilitate environments where people can flourish.
* Working alongside community actors and groups identify training needs, organising and facilitating formal and informal training sessions as appropriate, identifying potential trainers or delivering training if appropriate.
* To lead on the organisation/ facilitation of events/ activities and networking sessions working alongside community members to develop and or progress small project ideas.
* Provide support to volunteers and community groups so they can support others, build a support network within communities, and provide support so individuals and community groups can plan for longer term sustainability and funding for their projects.
* As appropriate to support MEC teams by being actively involved in the delivery of projects.
* Provide day-to-day management, support and advice as required to the CommUNITY Action delivery team.
* To monitor and review actions against achievement of the CommUNITY Actions programme outcomes, highlighting potential risks and take action to ensure all project outcomes are met successfully
* Liaise with other initiatives in Middlesbrough, to maximise the opportunities for joint working and sustainability of projects.
* Monitor the project, keep accurate records, and provide reports as required.
* Maintain a high level of confidentiality in all aspects of work including client records and conversations.

**In addition to these duties, all staff are expected to:**

* Demonstrate and uphold MEC's core values: innovative; challenging; flexible; empowering, supportive; cooperative; inspirational; and adaptable.
* Assist with other aspects of MEC’s work as appropriate and such other duties in keeping with the general aims of the post as may from time to time be determined by the Director.
* Ensure that the requirements of the company’s Health and Safety policies and procedures are practised and observed.
* Ensure that the requirements of the Company’s Equal Opportunities, Environment and Data Protection policies and procedures are practised and observed.
* Attend training as required to continue to undertake and develop the role effectively.
* Contribute to Middlesbrough’s Public Health agenda, through developing a basic understanding of Public Health issues and signposting to local health improvement services. Appropriate training will be provided.
* As this post involves work with children and vulnerable groups, any appointment will be subject to a Disclosure under the Disclosure and Barring Service.

**PERSON SPECIFICATION**

JOB TITLE: CommUNITY Actions Co-ordinator

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| **Main Attribute** | **Detailed Attribute** | **Essential** | **Desirable** |
| Qualifications | Good general education. | ✓ |  |
| A recognised qualification in community development or equivalent. |  | ✓ |
| Hold, or be working towards, TAQA and PTLLS or equivalent teaching qualification. |  | ✓ |
| Driving Licence |  | ✓ |
| Knowledge and Experience | Experience in running externally funded community projects with defined targets, outcomes and timescales. | ✓ |  |
| Experience of providing supervision and day to day support to staff/ team members. | ✓ |  |
| Experience of delivering any or all of the following: food programmes/ walking and or cycling programmes/ community growing, energy advice within community settings. |  | ✓ |
| Computer literate, with knowledge of packages such as Microsoft Word, Excel & Powerpoint. | ✓ |  |
| Experience in delivering training and awareness-raising to community groups, volunteers and front-line staff. | ✓ |  |
| Experience in planning and organising events and activities. | ✓ |  |
| Experience of an asset-based approach to community development. | ✓ |  |
| Personal Attributes | Ability to motivate, providing inspiration and leadership to others. | ✓ |  |
| Friendly, non-judgemental attitude. | ✓ |  |
| Excellent written and verbal communication skills. | ✓ |  |
| Organisational skills and ability to use initiative to successfully plan workload for self and others and meet agreed objectives. | ✓ |  |
| A commitment to continuing education. | ✓ |  |
| A commitment to multi-disciplinary team work, valuing the contribution of others. | ✓ |  |