



Job Description: Project Co-ordinator

Title: Project Co-ordinator

Contract: 12 months (post may be renewed, subject to funding)

Hours: 25 hours per week (hours may increase subject to funding) Hours will include some weekend and school holiday work.

Location: The postholder will be based at our studio/ office, near to Hamilton Square Birkenhead, but some travelling around Wirral/ Merseyside will be required

Salary: £24,434 p.a. pro rata (plus pension contributions)

Reporting to: Programme Director

Grow-Wellbeing Community Interest Company is an expanding socially trading organisation, scaling up to meet the increased demands for nature-based interventions which support children, young people and adults' health and wellbeing. Grow delivers nature-connected programmes to the public, community organisations, and schools, including community gardening projects, Forest School and wellbeing workshops.

We are seeking a creative project co-ordinator to become part of our team, someone who can work flexibly across a number of diverse projects simultaneously. The successful applicant will be based at our studio at Make Hamilton, Hamilton Square, Birkenhead, but will, as required, visit sites where we deliver projects across the Liverpool City Region.

The successful applicant will be supported to achieve and fulfil the requirements of the job role. Training/ CPD will be supported to assist relevant professional development.

Job Description

- To co-ordinate a high quality, balanced, creative and imaginative programme of nature-connected activities, inclusive and appropriate for individuals and groups from diverse backgrounds
- To liaise with the Programme Director and other team members to ensure the smooth delivery of the activity programme
- To manage the programme of work, allocating work to appropriate staff, volunteers and trainees to lead and support each of our activities.
- To implement systems to ensure activity leaders receive relevant up to date documentation prior to each session
- To manage Grow's resource base/ studio (at Make Hamilton in Birkenhead) to ensure equipment, replenishable goods and materials are available to meet the needs of our scheduled activities, within allocated budgets
- To assist activity leaders with preparation and development of resources and appropriate learning materials, in co-operation with other team members, to enhance programme delivery
- To contribute to the updating of organisational policies and procedures, including Risk assessment, health and safety and safeguarding
- To manage public booking systems for activities and events, handling inquiries
- To liaise with partner organisations, in conjunction with the Programme Director, to create new programmes of work and opportunities to engage diverse communities.
- To visit outdoor site locations to undertake prior and ongoing site risk assessment and monitoring
- To facilitate team development, including leading regular team meetings, reflective practice and reporting mechanisms.
- To develop and support a 'community of practice' approach
- To monitor programme activity budgets to ensure ongoing sustainability
- To implement and monitor programme evaluation approaches, including social value
- To promote Grow's programmes and activities, employing effective marketing tools including social media

Responsibilities

- To adhere to Grow-Wellbeing vision, values, policies and procedures
- To ensure that Grow-Wellbeing policies and procedures are understood and implemented by all staff and volunteers
- To attend staff training events and team meetings
- To represent and promote the best interests, vision and values of Grow- Wellbeing in all interactions with parents, community partners, local authorities and other agencies.
- A commitment to safeguard and promote the welfare of children and young people.

Person Specification

Essential

- Strong demonstrable experience of creative project co-ordination
- Well organised (can organise own work load and that of staff/volunteers)
- A flexible and proactive work ethic and a positive attitude
- An enthusiasm for and knowledge of the outdoors
- An understanding of the benefits of nature connection for holistic wellbeing
- Strong leadership skills and experience of leading team development
- Ability to nurture and promote staff and volunteer development including training
- Strong relationship building skills, working with schools, community groups and families
- A good understanding of safeguarding and health and safety in relation to delivering an activity programme for children and adults
- Excellent written and verbal communication skills
- Competent user of communication technology and software
- Adaptable and responsive to the changing needs of our growing organisation

Desirable

- Knowledge of child development and safeguarding
- DBS certificate (we can support achievement of this)
- Valid Driving Licence

Equality and Diversity

Grow-Wellbeing CIC wants to meet the aims and commitments set out in its Equality and Diversity policy. This includes not discriminating under the Equality Act 2010, and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.

Grow-Wellbeing needs your help and co-operation to enable it to do this, and asks that if you choose to apply for the position to please complete the Equality and Diversity monitoring form, but filling in the form is voluntary.

Application submission

Application is by form only - no CV's will be accepted.

Please send your completed application form, together with the completed Equality and Diversity monitoring form,

by email to: contact@grow-wellbeing.com,

marking your email **CONFIDENTIAL: Project Co-ordinator Application**

Closing date for applications: 5.00pm Friday 23rd April 2021

If you have any questions about the post and would like to speak with the Programme Director, please contact Duane Chong, either by email: duane@grow-wellbeing.com or telephone 07841 753309