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# JOB DESCRIPTION

# POST: Project Coordinator – Growing Communities

**LOCATION: Based in Swaffham, Breckland**

**PROJECT AREA: Breckland and West Norfolk**

**REPORTS TO: Head of Sustainable Communities**

**HOURS: 28 hours a week (4 days)**

**SALARY: £19,800 (pro rata – based on 35 hours)**

**TERM: Fixed term post until 31st January 2021**

**Funded by the National Lottery through the Big Lottery Fund**

**Overall purpose:** The primary role of the Project Coordinator is to manage the project and co-ordinate volunteer Master Gardener/other volunteer activity, and contribute to the successful delivery of the Growing Communities: Breckland and West Norfolk project.

## Specific Duties

* + Responsible for planning and co-ordinating all project activities in line with the objectives and milestones defined for the project.
  + To act as point of contact for the volunteers, ESCAPE project staff, settings, complimentary schemes, stakeholders, local community groups and Garden Organic staff to ensure they are up to date with developments.
  + Provide advice and support for volunteers in the scheme including both proactive and reactive support activities.
  + To identify and engage with existing community groups in order to reach individuals from the target areas and groups and to match them with volunteer(s) for support.
  + Responsible for arranging training/workshop events including venue hire/catering, administration and promotion of events
  + Responsible for the recruitment, co-ordination and delivery of the training programme for the volunteers.
  + Gather data/information/photographs and provide feedback and quarterly progress reports as required.
  + Responsible for managing social media/website content for the project.
  + Identify and produce a series of case studies/reports to showcase project activity
  + Assist in project evaluation including collating questionnaires/feedback
  + Administrative tasks as required.

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It is the nature of work of Garden Organic that tasks and responsibilities are, in many circumstances unpredictable and varied. All staff are, therefore, expected to work in a flexible way when the occasion arises where tasks are not specifically covered in the Job Description have to be undertaken. The nature of work at Garden Organic and working with volunteers and the general public requires a flexible approach to hours of work including evening and weekend working.



# Person Specification

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|  | **Essential (E)**  **Desirable (D)** | **Short list Criteria** | **Evidenced** |
| A strong commitment and enthusiasm for food growing | D | ✓ | Application Form/Interview |
| Previous experience of working with community volunteers | E | ✓ | Application Form/Interview |
| Previous experience of co-ordinating and delivering events/activities | D | ✓ | Application Form/Interview |
| A self-motivator and team player with good oral and written communication skills | E | ✓ | Application Form/Interview |
| Willing to work remotely | E | ✓ | Application Form/Interview |
| Ability to work effectively and flexibly | E | ✓ | Application Form/Interview |
| Excellent attention to detail | E | ✓ | Application Form/Interview |
| Experienced in quantitative and qualitative evidence collection for outcome and funding purposes | E | ✓ | Application Form/Interview |
| ICT ability: Word, Excel, database use etc. | E | ✓ | Application Form |
| A knowledge and commitment to Health & Safety issues in the workplace | E | ✓ | Application Form/Interview |
| A commitment to Equal Opportunities in all work places | E | ✓ | Application Form/Interview |
| A commitment to Data Protection in all work places | E | ✓ | Application Form/Interview |
| Positive, enthusiastic and dynamic approach | D | ✓ | Application Form/Interview |
| Full driving licence and access to a car | D | ✓ | Application Form |
| Local geographical knowledge of project area | E | ✓ | Application Form/Interview |
| Understanding of issues related to food growing, local food systems and sustainable development in Norfolk | D | ✓ | Application Form/Interview |
| Understanding of issues related to working in communities especially with vulnerable/hard to reach groups. | E | ✓ | Application Form/Interview |
| Interest in the aims and purpose of Garden Organic | D | ✓ | Application Form/Interview |