Community Coordinator

**Contract:** Fixed term contract (12 months)

**Role:** Part time (14 hrs per week) with flexibility on days worked. Note: occasional evening work e.g. attending relevant events may be necessary from time to time to fulfil the role requirements.

**Salary:** In range of £26,500 - £28,500 p.a. (pro rata) - to be negotiated - dependent on skills and experience

**Interviews:** 4 September 2020

**Deadline for applications:** applications will be reviewed on a rolling basis as they come in, deadline for applications 5.00pm Thursday 27 August 2020

**Start date:** 21 September 2020 (flexible if required)

**About the role**

This is an exciting opportunity to work with communities across the city and support Bristol on the journey to becoming carbon neutral by 2030.

Joining Bristol Green Capital Partnership’s small team in this new post, the Community Coordinator will oversee and manage the day-to-day running of an 18-month project based on co-production principles, delivered in partnership with representatives from 6 local communities, the local council and the Centre for Sustainable Energy.

The successful candidate will have a track record in project management, planning and delivery and will be experienced in developing relationships and working with a broad range of stakeholders.

They will support project coordination as communities identify hyper-local priorities and concerns, connect with other communities and access expertise within the city, enabling each community to coproduce their own Community Climate Action Plans which deliver on local priorities whilst supporting Bristol’s goal to become carbon neutral by 2030.

We are looking for someone who has some experience of working with the voluntary, community and social enterprise (VCSE) sector, who brings the awareness and sensitivity needed to manage the needs of a community-led project within a changing context, and who is able to communicate clearly and inclusively, identifying synergies that bring the maximum benefit to the communities who are at the heart of this project along the way.

The Community Coordinator will lead the central coordination of the project, essential for the programmes progress and achieving the project aims. Key functions will include: collaborative project set-up, planning and delivery, leading Partner Forum meetings and working with the Partners Forum to facilitate the development of project reporting mechanisms, communications, grant budget administration and project reporting.

Reporting to the Chief Operating Officer, the Community Coordinator will play an important role maintaining strong, positive stakeholder relationships with project supporters and funders.

The ultimate aim of this project, and of Bristol Green Capital Partnership, is to work towards achieving environmental, social and economic benefits for Bristol and the West of England.

Learn more about Bristol Green Capital Partnership CIC at: [http://bristolgreencapital.org/](http://bristolgreencapital.org/)
How to apply

Send us an outline of your experience or CV and cover letter, along with this optional equalities monitoring form to contact@bristolgreencapital.org with ‘Community Coordinator Application’ in the subject line.

The cover letter should be no more than 2 pages outlining your interest in the role, how you meet the person specification and suitability of your skills and experience. You should indicate your working preference (i.e. days per week) and your likely availability to start.

Interviews are likely to be held via Zoom on Friday 4 September. If you think you may not be available for interview on any of these dates, please let us know in your cover letter.

If you have any questions or would like an informal discussion about the nature of the role, please e-mail us to arrange a call contact@bristolgreencapital.org.

Bristol Green Capital Partnership is an equal opportunities employer and welcomes applications from people of all identities and backgrounds.

Main responsibilities

Project management & coordination

- Work with project partners to create realistic project timelines which support overall project delivery and ensure that these are understood and well communicated

- Organise and facilitate Partner Forum meetings, bringing together stakeholders to co-produce and coordinate activity across the project. These meetings will be essential to identify the needs and direction of the project and to generate learnings that can be applied locally and nationally.

- Facilitate the development of tools and resources – including monitoring and evaluation framework and project reporting frameworks – that can be used across the project to support its delivery.

- Manage information – including shared files and databases – ensuring they are readily and easily accessible by all partners and stored in line with General Data Protection Regulation requirements.

- Work to create a supportive and inclusive culture by fostering an open and equitable relationship with project partners and stakeholders.

Grant management

- Work with project partners to develop and manage grant agreements.

- Maintain financial processes for the project, including reporting on project budgeting and cash flow, invoicing and expenses and bookkeeping to ensure that the grant is distributed appropriately and in a timely manner.

- Support the development of monitoring and evaluation frameworks for use by all partners to identify and demonstrate the impact of the project and its potential to support environmental, social and economic benefits across Bristol.

Communications & stakeholder engagement

- Facilitate development of shared communications assets including a public facing website and contributing to BGCP and Partners newsletters to celebrate the progress on the project and enable partners to showcase their impact.
• Provide key stakeholders with regular updates on the project’s progress – stakeholders will include BGCP’s staff team, BGCP’s Board of Directors’, BGCP membership, the One City Environment Board, the Bristol Advisory Committee on Climate Change and other key local and national stakeholders.

Horizon scanning for future opportunities

• Support the Chief Operating Officer and other colleagues to identify opportunities resulting from this project for future projects and other income generation activities.

Experience

Essential

• At least two years’ programme/project management experience acting in a leadership role, working closely with communities and/or developing projects that recognise these communities’ needs and priorities.

• Experience maintaining effective processes for project delivery, budget management, reporting, and monitoring and evaluation to ensure targets are met and transforming plans into reality.

• Successful management of multiple, varied stakeholder relationships and facilitating key decisions collaboratively.

• Experience of planning and successfully delivering a range of accessible and inclusive events and meetings.

• Experience working successfully with diverse stakeholder groups to enable and supports diversity, inclusion and equality.

Desirable

• Previous experience of applying co-production principles in practice.

• Experience of managing and maintaining databases/CRM systems

• Whilst this is not a Community Development role, an understanding of this area would be helpful.

Skills, knowledge and abilities

Essential

• Strong planning and personal organisational skills and ability to problem solve and multitask across a range of activities according to deadlines.

• Self-motivated, able to work independently and as part of a team.

• Effective and inclusive communication skills to engage audiences on the project, using a range of approaches, including presenting to audiences from voluntary & community, public, business and third sectors.

• Able to use IT systems, such as Microsoft 365 Business, MS Teams, manage website content and use email marketing software e.g. Mailchimp (or equivalent) and social media channels (e.g. Twitter, LinkedIn, Facebook)
Desirable

- Awareness of the social and environmental challenges facing the Bristol region.
- Some understanding of the One City Climate Strategy and the potential role for communities and the Voluntary Community Social Enterprise (VCSE) sector in its delivery.
- Demonstrable experience of working to improve equality, diversity, and inclusion with a good knowledge of equalities policies.

Further details

Place of work: Due to COVID-19 the role is currently remote-based, working from home. In future (depending on the context) the role is intended to be Central Bristol office-based, with significant amounts of time likely to be spent in meetings with member organisations and attending events. Travel expenses incurred in the role will be reimbursed. This unique role requires working with partners geographically spread across the city – a willingness to travel to or otherwise ensure good communications with geographically dispersed partners is important.

Flexible working: Company staff benefit from a flexible approach to working, but there is no formal flexitime system. There is scope to work from home occasionally by agreement, but the post-holder will be expected to work from the office for the majority of their working hours (current COVID-19 context and restrictions permitting). Excess hours may be taken in lieu by agreement with your line manager.

Work permits: We are unable to offer sponsorship for work permits or visa applications. Only applicants with the right to work in the UK will be considered. Evidence of this will need to be provided during the recruitment process.

References: Will be sought later in the recruitment process: applicants must be able to provide the names and contact details for two referees on request.