



Project co-ordinator

Really Wild Lockleaze
Community Climate Action

Salary £23,088 FTE or £12ph (with salary review in April 23)

Hours and Contract: This is a 2-year fixed term contract for 26 hours per week, worked over a minimum of 3 days a week, including Wednesday and Thursday. Some evening and weekend work will be required.

Responsible to: Community Activator

Purpose: To deliver our Really Wild Lockleaze project, rewilding Lockleaze green spaces and grass verges and empowering local residents to take action in their gardens, monitor what is happening to nature in their community and equip them to take action through training, toolkits and a supportive peer network.

Summary

This is a new role to deliver our Lottery funded Community Climate Action project demonstrator in Lockleaze, working with local residents to increase biodiversity through habitat creation in grass verges, housing greens, private gardens and community spaces. We will work with residents, an ecologist and Bristol City Council to make plans for habitat creation, get permission and support residents to make changes to their community to create a wildlife-friendly neighbourhood. This role involves project coordination and working closely with residents and our resident ecologist to design and deliver new habitats and support, working with partners, wildlife monitoring and empowering residents to support nature and tackle the ecological emergency in Bristol. This project is part of our community climate action plan. More information about our climate action project can be found here: www.lockleazehub.org.uk/ccareport.

Key responsibilities and duties

1. Project coordination of the Really Wild Lockleaze project includes planning and delivering a programme of work including events and communication, risk assessments, publicising and writing up outcomes and reporting.
2. Establish and facilitate regular meetings of the steering group and local resident groups.
3. Recruit and enthuse local residents to participate in community activities focused on supporting nature and developing a love for nature and the outdoors.

4. Work with the ecologist, community activator and residents on plans for rewilding street greens, private gardens and other public lands to promote wildlife in Lockleaze.
5. Work with the ecologist, community activator and residents on campaigns for the protection and promotion of nature including no-mow May, using peat-free compost and species protection and monitoring.
6. Support the identification of local training needs and work with the team to deliver learning opportunities for the community.
7. Support monitoring of the project, collecting quantitative and qualitative feedback from residents and supporting ecological monitoring, especially community data collection.
8. Work with the project team to develop toolkits and how-to guides to support others undertaking similar projects and share good practices.
9. Work with the project team to communicate the project effectively.
10. Ensure local residents and stakeholders are regularly informed of the progress fostering a genuine sense of community ownership.
11. Provide information, guidance, training and support to residents and LNT board as required
12. Organise visits to learn from projects, make links and build relationships with other projects.
13. Keep the team members informed of progress and support reporting to Bristol Green Capital Partnership and National Lottery funders as required.

General Duties

- To work as part of the broader Lockleaze Neighborhood Trust team, contributing to our broader mission.
- To comply with all Lockleaze Neighbourhood Trust's policies and procedures.
- Work carried out must accord with current legislation and/or regulations.
- To maintain a professional attitude and conduct at all times that positively promotes the project and Lockleaze Neighbourhood Trust.
- Undertake any training needed to fulfil the role, and alert your manager to training needs..
- To attend meetings and events to promote Lockleaze
- Have a flexible approach to working, which will include occasional evenings and weekends.
- Any other reasonable duties as and when required.

Person specification			
Post Title: Project Co-ordinator Really Wild Lockleaze			
About you: Passionate about nature and the community, keen to get outdoors and take a practical hands-on approach to making a difference but able to plan and manage events safely and use feedback			
	ESSENTIAL	DESIRABLE	EVIDENCE
Qualifications		<ul style="list-style-type: none"> • Relevant degree or equivalent experience • Project management qualification 	Application Form
Experience	<ul style="list-style-type: none"> • At least 2 years' experience of project management and or community engagement (paid or unpaid) • Experience of working with the community particularly community development, co-production or participant-driven work • Experience of working with volunteers • Experience of building and maintaining supportive and empathetic relationships, securing people's support and commitment to a course of action 	<ul style="list-style-type: none"> • Experience of conservation projects • Experience of community action • Experience of events • Experience of working in a community with low income levels 	Application Form Interview
Specific Skills/ Knowledge	<ul style="list-style-type: none"> • Outstanding communication skills and ability to deal with different personalities and levels of ability. • Able to present information in different formats • Organised, able to plan and keep records 	<ul style="list-style-type: none"> • Knowledge of rewilding • Knowledge of Lockleaze and the issues facing local residents. • 	Application form Interview

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	ESSENTIAL	DESIRABLE	EVIDENCE
	<ul style="list-style-type: none"> ● Knowledge of how to effectively manage risk. ● An understanding and commitment to equalities. ● Ability to make pragmatic decisions and to prioritise appropriately ● Good knowledge of IT, able to work from home and at the office 		
Attitude	<ul style="list-style-type: none"> ● Passionate about communities and nature ● Willingness and ability to work outside regular office hours and across multiple sites. ● Ability to work independently and proactively. ● Ability to work as part of a team ● Willing to participate in a range of unexpected tasks, for the overall success of the Lockleaze Neighbourhood Trust ● Ability to liaise with key stakeholders and users in the promotion of Lockleaze ● Embody Lockleaze Neighborhood Trust values of welcome, kindness, residents at the heart of what we do, keeping the 		Interview

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	ESSENTIAL	DESIRABLE	EVIDENCE
	community connected and creating a fairer Lockleaze		

For queries about the job role call Maria Perrett or Suzanne Wilson for an informal chat on 0117 914 1129.

Application process

The deadline for applications is midnight on 29 January 2023. You will need to complete the application form, including outlining how you meet the person specification max 1000 words. Please also include a separate file with your equalities monitoring form (you will find a link on the application form). This will not be used as part of the assessment but as part of anonymous monitoring to ensure fair recruitment practice.

We will shortlist the applications and invite successful candidates to interview. Interviews are likely to be held in the week starting 20th February. be held on. Please let us know if you cannot make an interview that week.

Please send your completed applications, and equal opportunities form to recruitment@lockleazent.co.uk or in an envelope marked 'CONFIDENTIAL' to

Recruitment, Lockleaze Neighbourhood Trust, The Hub, Fedden Building, Gainsborough Square, Lockleaze, Bristol, BS7 9FB

Don't meet every single requirement?

Studies have shown that women and people of colour are less likely to apply to jobs unless they meet every single qualification. At Lockleaze Neighbourhood Trust, we are dedicated to building a diverse and inclusive workplace, so if you're excited about this role, but your experience doesn't align perfectly with every qualification in the job description, we encourage you to apply anyway. You may be just the right candidate for this or other roles.

Tips on good applications

- The application is the first part of the assessment. So use a computer, use good English, write clearly, and check for spelling and grammar mistakes
- Complete your employment history so people know what you have been doing and explain any gaps
- The person specification is the main way that employers assess your application so spend time on this, get someone else to read what you do and check it for you, make sure you have answered how you meet the criteria in the application
- Don't just say "I can do this.", give examples on how you meet the criteria (more below):

It is not enough just to say you meet the criteria in the person specification, (e.g. I am very good at communication). You need to give an example of evidence of meeting the criteria.

For example –

Criteria – Experience of writing letters

Don't say X

I can write lots of letters

Do say ★

I am an experienced letter writer when I was at school during my work experience I was a secretary in an insurance company and I wrote letters every day to customers.

Criteria – Understand mental health issues

Don't say X

I know a lot about mental health issues

Do say ★

Whilst working at the nursery, I undertook 'understanding mental health' and 'mental health first aid' training. I was good at spotting if people were unhappy and confident about asking how they were and if they needed any help.

A good way to remember how to give detailed answers with evidence is the STAR acronym. It stands for the following:

Situation – what was the situation (e.g. At school / when I worked at work... / when I volunteered at...).

Task – what did you have to do (e.g. I was responsible for / I was asked to / I organised the following)?

Action – give detail about how you did the task that proves you know how to do it (e.g. I set up meetings/ I wrote minutes for their monthly meetings / I organised a festival...).

Result - what evidence can you give about how great you were at doing this thing (e.g. 50 people came to the event/ I completed the task quickly / I received an award for my customer service / I was top of my class in this qualification / My manager said I could be relied upon to handle difficult situations like this / I have regular repeat customers / I raised over £1000 / my sales targets were exceeded / it was a really successful event, covered in the local and national news...)

Our goals, values, and objectives

We take very seriously our commitment to deliver against the strategy and want everyone at Lockleaze Neighbourhood Trust to believe passionately in the importance of keeping our strategic goals and objectives front and centre of our work.

Our mission is to support residents to achieve positive change for themselves and their community.

We do this through

- Listening to our residents: making sure we know what is going on for residents in Lockleaze
- Community connection: connecting residents together for well-being and empowerment

- Information and signposting: making sure people know what is going on where and how to get involved
- Connection for action: supporting residents to self organise for change
- Projects that matter: seeking funding for major projects that tackle social isolation

Our values guide how each of us work and behave in our role on a daily basis:

- Welcome and Kind: noticing, providing a welcome for everyone and acting with kindness can be transformational in individuals lives and makes the world a better place
- Keeping the community connected: connecting people is good for wellbeing, good for community action and can make places better
- Residents lead the change: residents are at the heart of everything we do, and we want to support them to lead the change.
- Creating a fairer Lockleaze: there are many injustices, and we want to call them out and work collaboratively to tackle them.