



## Job Description: Community Engagement Coordinator

- Reporting to:** Hillside Manager
- Responsible for:** currently N/A
- Overall Purpose:** Responsible for the promotion and delivery of community engagement activities on Hillside Community Garden
- Hours:** 35 hours per week
- Salary:** £23,000 FTE
- Location:** Hillside Community Garden and Green Synergy main office, 49, Roman Pavement, Lincoln
- Duration:** Permanent

### Role Purpose:

The Community Engagement Coordinator is responsible for developing, promoting and delivering a programme of community events and activities. This will involve strengthening existing partnerships and creating new ones with the local community, schools, the hospital, other voluntary organisations and support groups, local businesses, and public sector- services. The Community Engagement Coordinator will work closely with the Community Projects Manager, Hillside Manager and the wider staff team to develop these services and opportunities.

### Key Performance Indicators

The Community Engagement Coordinator is responsible for meeting the following project targets for the Reaching Communities funded See How our Garden Grows Project:

- Local community engagement- (target beneficiaries - 100/yr)
- Schools engagement- (Target 3 schools/ year)
- Wider community engagement through larger events and activities
- Create 4 income generating community events/activities a year

### **Specific Duties and Responsibilities:**

- Work with the local community to design and deliver a regular programme of community engagement activities on Hillside and the Tower Estate
- Work with Green Synergy's children's project team to connect with schools through assemblies etc and set up visits to Hillside
- Develop a programme of wider community engagement through larger (seasonal) events, workshops, and online activities
- Work together with Hillside Manager and wider staff team to create ideas for activities and events including ones that can generate income such as plants and produce sales, hanging basket workshops, Easter/Halloween/Xmas events, sale of wreaths and natural Xmas decorations
- Support the Hillside Manager and the Projects Manager and wider staff team with promotion and coordination of events and activities that they are working on
- Be responsible for the production and distribution of Green Synergy's electronic newsletter
- Be responsible for promoting activities and events through Green Synergy's social media platforms- Facebook and coordinating content with the wider staff team
- Be responsible for your project budget/s
- Contribute to the production of project reports and funding bids
- Be responsible for project monitoring and evaluation

### **General Responsibilities**

- Represent and be an ambassador for Green Synergy
- Work to support the mission, ethos and values of Green Synergy
- Be flexible and carry out other associated duties as may arise, develop or be assigned in line with the broad remit of the position
- Support and promote diversity and equality of opportunity in the workplace
- Work collaboratively with others in all aspects of our work
- Continue education/ professional development in relation to your areas of responsibility

## **Person Specification – Community Engagement Coordinator**

E=Essential criteria D=Desirable criteria

### **Experience**

- Minimum of two years' working on community projects- preferably in the voluntary sector (E)
- Events management (E)
- Good practical knowledge of gardening (D)
- Good knowledge of the community to be supported (E)
- Running groups and workshops (E)
- Experience of working with volunteers/ apprentices/ people living with disadvantage and/ or disability (D)

### **Skills and Abilities**

- Good verbal and written communication skills (E)
- Computer literate- including a good working knowledge of Microsoft office, Excel and social media (E)
- Ability to comfortably communicate with a diverse range of people (E)
- Professional, friendly and confident manner (E)
- Great team player (E)
- Excellent motivator (E)
- The ability to empathise with others and deal with them sensitively (E)

### **Education/Training/Qualifications**

- Educated to a minimum of A level standard or equivalent (D)
- Full driving license (D)

### **Personal Attributes & Other Requirements (D)**

- Active Listening
- An enthusiastic approach to work
- Non-judgemental, treats all persons with equal regard
- Positive approach to challenges
- Innovation and creative thinking
- Willingness to undertake training and continual professional development as is appropriate for the role, including for example, first aid, safeguarding, mental health first aid,