

JOB DESCRIPTION

PROJECT MANAGER: GROWING A GREENER ESTATE

Reports to: Development Manager

Terms of Contract: Fixed term from September 2019 to 31 March 2021

Working Hours: Full-time 5 days per week. This role will require regular out of hours weekend and evening work, which will be reimbursed in full through time off in lieu (TOIL)

Salary: £28,000 - £30,000 per annum (depending on experience)

Location: Primarily working from home, with access to office facilities at Ealing Council office and at Trees for Cities' head office in Kennington Park SE11.

PURPOSE OF JOB

To manage the Growing a Greener Estate project at Racecourse Estate in Ealing and achieve our vision of bringing ordinary nature into the everyday lives of residents.

To create a model of community-led estate greening that can be scaled and replicated across the UK.

KEY ACCOUNTABILITIES AND RESPONSIBILITIES

Be accountable for all aspects of project management including milestones, income and expenditure budgets, monitoring and evaluation. Provide bi-annual reports to the National Lottery Communities Fund and to Ealing Council and Trees for Cities as required.

Working with the Community, Education and Volunteering team, engage estate residents to co-create and co-deliver a programme of outdoor events and activities that promote community cohesion, connection with nature, and community health and well-being.

Develop strong relationships with new and existing stakeholders and partners at local and regional level to achieve project goals, including Ealing Council, local community groups and businesses etc.

Represent the charity and be the spokesperson for the project at relevant meetings and events as required.

Working with the Development and Corporate teams, raise match funding against the National Lottery Communities Fund grant in order to fully fund a varied programme of community events and activities.

Working with the Marketing & Communications team, publicise and promote the project locally, regionally and nationally. Generate content about the project that can be used for website, e-newsletter, annual report, social media, and case studies. Responsible for local project publicity and promotion.

Carry out all necessary administrative tasks related to the programme. Maintain funding files and record information on internal systems including Donorfy and finance.

Be responsible for all aspects of Health and Safety and Safeguarding relating to the project, which includes:

- Attending bi-annual Health and Safety Committee meetings;
- Undertaking relevant training in health and safety management, risk assessment, first aid and other mandatory health and safety practices;
- Completing risk assessments and health and safety policy and management plans for the project; ensuring these are regularly reviewed and communicated to all those affected;

Work as a strong member of the development team.

EXPERIENCE, KNOWLEDGE AND SKILLS REQUIRED

	Essential	Desirable
Project management skills, with the ability to work independently, multi-task, problem solve, monitor and assess the delivery of projects.	X	
Connection to the local community in Ealing, ideally Northolt or Racecourse estate itself	X	
Experience of managing community nature projects with the confidence to get things going, including developing and coordinating outdoor events, activities and projects within a community group setting	X	
Community leadership including the ability to support and manage community volunteers, working with them to help develop ideas and skills. This will include engagement, induction, training and support.	X	
Excellent social and communication skills including the ability to build good working relationships with the community, partners and colleagues and promote outdoor activities to a diverse range of audiences	X	
Experience of writing funding proposals, compiling reports, and publicity materials.		X
Ability to work to targets and deadlines through effective time-management	X	
Experience of budget and resource management as well as monitoring, evaluating and reporting to funders		X
Excellent organisation and administrative skills with experience of using IT packages and the ability to manage your own time, plan work schedules, keep structured records and work to deadlines	X	
Knowledge of urban trees and nature and their benefits to health and well-being		X
Understanding of the basic principles of health and safety and safeguarding	X	
Proactive and creative; able to develop new ideas including how to engage community groups and residents, a “can do” attitude	X	

A positive approach and the ability to cope with flexibility and change	X	
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This job description is not exhaustive and is liable to review following discussions with the post holder. The post holder will be expected to undertake any other reasonable duties as requested by his/her manager.

All employees have a duty under the Health & Safety at Work Act to ensure that their working environment is kept free of hazards that may prove injurious to themselves, their colleagues, and all those engaged in the charity's activities.

Job holder will be subject to a Disclosure and Barring Service (DBS) check regarding suitability for working with children and vulnerable adults.

STAFF BENEFITS

- 29 days annual leave plus bank holidays
- 5% contribution to pension scheme
- Company paid cash back Healthcare scheme with Simply Health

