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JOB TITLE: Project Coordinator - Green and Urban Environment -- SHEDx
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REPORTING

1. RESPONSIBLE TO: SHEDx Project Manager

2. IMPORTANT FUNCTIONAL RELATIONSHIPS: Royal Borough of Kingston upon Thames (RBK), Kingston University, Heritage Lottery Fund, Greater London Authority, Local schools, Volunteers

3. OFFICE: Work from home/ remotely with availability to meet regularly in Tolworth / Surbiton

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THE PROJECT – SHEDx

The SHEDx project encompasses a range of activities to activate, energise and engage the local community of Tolworth into taking ownership of the area's unused and green spaces, helping to define and improve the future of their town. SHEDx is a GLA-funded project, supported by the Royal Borough of Kingston upon Thames, Kingston University and Kingston College.

The project comprises a variety of elements including:
- The design, building and touring of two mobile sheds (themed 'Green' and 'Ideas') to engage with the community across the local area
- A green data audit that enables the re-purposing and enhancement of various spaces in the area, including the planting of bee, insect and butterfly friendly plants
- Planting and greening new cycle routes
- Acquisition of an empty store front in the area to be utilised as a sustainable community space and kitchen
- An exciting programme of music, arts and cultural activity.

ShedX also has scope to adapt along the way to respond to the desires, needs and ideas of the local community. (See attached full project overview for more detail)

PROJECT DURATION: **October 2018 – March 2020**

TIME COMMITMENT: **2.5 days per week**

REMUNERATION: **£125 per day**

PROJECT TEAM: The Community Brain SHEDx team is made up of a board of Directors, a Project Manager and two Project Coordinators. The Community Brain and the SHEDx team are primarily responsible for the delivery of the SHEDx project. The role will involve working closely with a number of services from Kingston Council who are a project partner, as well as the GLA (project sponsor/funder).

SHEDx project partners:

MAIN PURPOSE OF PROJECT COORDINATOR ROLE:

1. To help to deliver the project plan for The Community Brain's GLA funded project - SHEDx and undertake day-to-day project work in order to ensure its success.

2. To support the Project Manager and work closely with the second Project Coordinator to develop community engagement across the SHEDx project.

3. To support a team of volunteers working across the various elements of the project, ensuring they achieve their objectives and develop and expand their skill set.

MAIN RESPONSIBILITIES/DUTIES OF PROJECT COORDINATOR ROLE:

1. Developing an itinerary/ programme for the mobile sheds - 'Green' and 'Ideas' - as they tour across various locations in Tolworth and the Kingston borough

2. Building and maintaining relationships with local community groups, providing them with regular opportunities to shape the project

3. Working with communities and Kingston Council to enable people to plant and green the area in which they live and create new walkways to link local communities to Tolworth through the 'Bee Lines' element of the project

4. Promoting a wide ranging programme of events across the community of Tolworth and the borough of Kingston

5. Working with partners to support the delivery of course-based educational projects

6. Supporting partners in the delivery of a 'Green Infrastructure Audit' of Tolworth

7. Coordinating shed activities (as per Point 1) with the delivery of a mobile stage programme that will deliver community designed and managed events

8. Being a project contact point for volunteers, the community and the public , maintaining open and positive relationships with all.

9. Helping the Project Manager to ensure sufficient data and feedback is collected and collated at all stages of the project, from pre-delivery to completion, in order to ultimately inform a comprehensive evaluation of the project (in keeping with all legal requirements e.g. GDPR).

10. Communicating issues or risks affecting project success to the Project Manager and take action to reduce their likelihood/impact as appropriate

11. Helping the Project Manager to produce and publicise information for the public regarding the project's progress in an engaging manner

12. Helping the Project Manager to maintain an up-to-date project plan

SHEDx project partners:

13. Attending and contributing to various meetings scheduled by the Project Manager and Directors

14. Adopting a flexible approach to working patterns in order to meet the demands of the post; this role will require some evening and weekend work as per the schedule of events and community engagement activities

15. Delivering reports and feedback required by the Project Manager for the duration of the project

SKILLS AND EXPERIENCE REQUIRED:

- Experience of working with communities and volunteers
- A keen interest in environmental issues and green spaces. Applicants should have an appreciation for the role of green and public spaces in providing opportunities for leisure and recreation, community events and activities.
- Strong communications and organisational skills
- A passion for people, communities and ideas
- A sufficiently flexible approach to delivering of a project, with scope for changing direction and adapting based on community responses
- Budget management skills
- Ability to manage workload and work independently

SKILLS AND EXPERIENCE DESIRED

- Knowledge and interest in Tolworth and the surrounding area
- Experience of working in changing communities
- Evaluation skills

APPLICATION DEADLINES

Deadline – **Wednesday 26th September**
Interviews – **Week Commencing 1st October**

SHEDx project partners: