



Project Co-ordinator (Community Growing)

Job Description

Title: EMS Project Co-ordinator (Community Growing)

Responsible to: Chief Executive

Hours of Work: 37 hours per week (with the occasional evenings and weekends)

Salary: £22,000

Duration of Post: Rolling contract

Closing Date: Monday 10th February 2020

Interview Date: Thursday 20th February 2020

Application: To apply for this post please send your CV, cover letter and the names and emails of two referees to jan@emsyorkshire.co.uk by **12 noon on Monday 10th February 2020**. References will only be contacted after successful interview. Please ensure you specifically detail how you meet the person specifications in your covering letter.

A full UK driving license is essential for this role, please include this in your CV.

Job Purpose:

- Working with residents/interested parties to design and build community allotment/growing spaces (including in back gardens) in and around the Hull area
- To work with schools to develop growing spaces and deliver environmentally themed education projects
- Recruit and supervise volunteers
- To work with partner organisations on food related projects
- To assist with the delivery of EMS projects including The Hull Community Shop and Freedom Food Ready Meals

Main Duties and Responsibilities:

- Co-ordinate relevant project management activities, resources, equipment and information
- Liaise with residents and partner organisations to identify and define requirements, scope and objectives
- Make sure that residents needs are met as the projects evolve
- Help prepare budgets and deliver them to the agreed funding parameters
- Analyse risks and opportunities
- Monitor project progress and handle any issues that may arise
- Act as the point of contact and communicate project status to all residents and partner organisations
- Work with the whole EMS team to ensure that delivery targets and expectations are met

- Create and maintain comprehensive project documentation, including feedback reports, resident database information along with monitoring and evaluation paperwork
- To contribute to planning and delivery of all EMS projects
- To work on developing skills and knowledge in appropriate consultation methods with communities and to share information on this with the rest of the EMS team and partners
- The successful candidate will be subject to an enhanced Baring and Disclosure Service (DBS) check

Person Specification – Experience, Skills and Abilities

Essential

- Experience of project delivery including planning, resource allocation, budget tracking and reporting
- Experience of recruiting, managing and working with volunteers
- Experience of developing and/or delivering activities & services within the community and voluntary sector
- Understanding of appropriate health and safety practices and safeguarding considerations when leading practical tasks and working with children and vulnerable adults
- Ability to build and manage relationships with a range of stakeholders
- Strong time management and organisational skills
- Excellent communication skills, written and verbal
- IT literate – MS Word, Excel, Publisher, Outlook
- Enthusiastic about engaging people in learning about food, growing and the environment
- Genuine interest in growing/gardening, building community cohesion and empowering people
- Self-motivated and able to manage own time whilst also able to work as part of a team
- Ability to problem solve and work collaboratively to address issues
- Approachable, open and honest personality
- Flexible; willing to support colleagues on other EMS projects

Desirable

- Practical experience of working on a community gardening project
- Experience of designing and delivering practical, educational workshops, including developing session plans, learning resources & risk assessments
- Knowledge and understanding of wildlife conservation practices & principles
- First Aid at Work Training
- Volunteer Management Qualification at Level 2 or above
- Horticulture Qualification at Level 2 or above