

# greenspace scotland

## job description

<b>Job Title:</b>	<b>Community Enabler</b>
<b>Location:</b>	Stirling or home-based (with travel west and central Scotland)
<b>Hours:</b>	15 - 20 hours [0.4 - 0.6 FTE] (flexible to be agreed with successful candidate)
<b>Salary band:</b>	£24,000 – 26,000 (pro rata)
<b>Line Management:</b>	Line managed by Community Enabler Coordinator
<b>Fixed term appointment to 30 September 2018</b>	(with possibility of extension)

### Job Purpose

The Community Enabler will support delivery of the Tesco Bags of Help Community Grant programme: promoting and supporting applications for grants, supporting successful groups, and working with Tesco store staff.

### Main duties and responsibilities

- Assist with local promotion of the programme, particularly in regions where there is low uptake, through attending community network meetings, liaising with relevant organisations, using social and local media routes
- Provide pre-application support to groups including providing advice and guidance on the application process and project planning
- Support store customers with project ideas in sourcing support from relevant organisations and community groups
- Develop and maintain relationships with key store staff including Store Managers and Community Champions
- Support key store staff in project shortlisting and attend decision panels as required
- Assist with in-store voting process by supporting key store staff and shortlisted projects
- Collate case study material, quotes and personal stories from successful projects
- Support successful projects and projects experiencing difficulties with project delivery including offering technical support, general support, guidance and signposting to relevant agencies where necessary
- Provide groups with promotional materials including banners, bunting and plaques for project celebration events and volunteer days, and attend and support these where required
- Provide reports on activity to the Community Enabler Co-ordinator, Groundwork UK and Tesco where required
- Support the programme evaluation process by providing feedback on the processes and programme activity to the external programme evaluators

## **Responsibilities of all greenspace scotland staff**

- work flexibly and cooperatively with colleagues and partners towards the agreed mission and outcomes of the organisation
- maintain positive and constructive working relationships with partners and stakeholders
- undertake other duties relevant to the post and, occasionally, other wider duties relevant to the greenspace scotland mission
- adhere to all internal and external greenspace scotland policies, procedures, systems and guidelines, and contribute, as required, to their ongoing development
- support the administration of operational activities, including financial and budgetary information and keeping accurate records
- have regard for your own personal health and safety and that of those around you

## **Person specification**

### **Experience, understanding and knowledge**

- Relevant work experience in an environmental/greenspace management or community development role
- Experience of providing first line support to community groups and related stakeholders
- Experience of successful project planning, management and monitoring
- Experience of working in partnership with a varied range of organisations including statutory agencies, local authorities, third sector organisations and the private sector
- Knowledge of the management of greenspaces
- Understanding the issues faced by community groups
- Knowledge of Scottish policy context and organisational structures
- Understanding the value of project and programme evaluation
- Understanding of equal opportunities and diversity issues
- Experience of supporting communications, marketing and PR activity and using social media [Desirable]

### **Personal skills and abilities**

- Strong interpersonal skills, organisational and planning skills
- Ability to engage pro-actively with a wide range of people, establishing trust and rapport
- Be able to demonstrate sound professional judgement and act with discretion
- Ability to manage one's own time, information and resources
- Be able to work on own initiative and as part of a wider team
- Flexible and adaptable in changing circumstances
- Creative and lateral thinking
- Good written, verbal and presentational skills
- IT competent (word processing, spreadsheets, data-entry, use of email and internet for research)