



Greener and Cleaner – Outreach and Partnerships Coordinator

APPLICATION PACK

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ROLE OVERVIEW

JOB TITLE:	Outreach and Partnerships Coordinator
CLOSING DATE:	2 nd August 2023
BASIS:	6 months, part-time
LOCATION:	Community Hub, The Glades, Bromley, BR1 1DN and working from home/ outreach locations
REPORTING TO:	Sustainability Hub Manager
RESPONSIBLE FOR:	No current management responsibility
HOURS:	<p>Part time 15hr/week, which may include some weekend working.</p> <p>We are open to a flexible work pattern and some home working but the post holder will need to spend some time onsite when the hub is open connecting to the team, and be visible in outreach locations.</p> <p>We are also advertising for another role which may be held in conjunction with this role- Youth Programme Manager (15 hr/week)</p>
SALARY	£23,500 0.4FTE, 6 months fixed term (pro-rata salary £9,400)

ABOUT THE CHARITY:

Greener and Cleaner (G&C) grew out of the community. It was started in 2019 by a group of passionate and ambitious local residents in Bromley to activate local people in response to the environmental challenges our planet faces.

We are a truly grassroots organisation, having been initiated, and mostly run, by volunteers to date, with events and activities co-produced with our wider community. We are committed to working in collaboration, growing together, improving our neighbourhood and lowering impact.

In 2021 we achieved charity status and have now grown to over 7,000 members and around 70 volunteers who regularly give up their time to teach, help and deliver impactful activities.

We value working in partnership and recognise and celebrate the participation of our team, volunteers and communities. We respect people and value diversity and work to create inclusive, non-judgemental spaces that are vibrant and regenerative places to work and volunteer; ensuring a positive work-life balance and a joyful and optimistic team culture.

Current delivery programme

Greener and Cleaner seek to normalise sustainable living, bringing the community together to make changes which can deliver a big impact. We have a non-judgemental peer-to-peer approach, so that all elements of the community feel empowered to take action in how they live, work and play and in how they use their voice to push for change.

We run The Greener and Cleaner Hub in The Glades shopping centre in Bromley, which is located in a prime part of the shopping centre close to HMV and McDonalds. The space is open 5 days/week (closed Tues and Wed) and is manned by both paid staff and volunteers. It houses a Library of Things; provides advice to the public on all aspects of sustainability-focused behaviour change and hosts at least three free public workshops a week- these range from sewing skills to energy-saving advice to building resilience to addressing eco-anxiety.

We also run a youth and schools outreach programme, we have hosted an annual schools eco-networking event since 2019, and have run a sustainable fashion programme with schools across the borough. We champion residents to use their voices to encourage change and ran the borough's first environmental hustings in 2019. We have recently taken over a Community Allotment space. We seek to actively work with organisations locally to develop and run events and projects.

In addition, the funding that the charity has received from BEIS allows us to document our activities and story and actively support other groups trying to set up similar projects across the country.

ABOUT THE ROLE

We acknowledge that to date the environment movement has been mainly white, able-bodied and middle class.

This crucial new role in the organisation has inclusion and accessibility at its heart and aims to work with organisations and community groups that support the spectrum of demographics in our community and ensure that everyone feels sustainability is for them. We aim to listen to and work with diverse local organisations in designing, planning and delivering our events, volunteer and activities programme.

Our aim is to improve health outcomes, develop supportive networks, create purpose and connection and increase skills and active participation across our community.

The role will work closely with our Chief Visionary Officer, Volunteer Coordinator, Sustainability Hub Manager and Events Coordinator and activities will include:

- Mapping, developing and implementing outreach and engagement strategies to reach out to a spectrum of local organisations (charities, community groups and businesses) to engage them in sustainability and Greener & Cleaner's work;
- Building relationships with a spectrum of organisations to create and promote long-term partnerships;
- Running co-design programmes with local organisations to ensure that we are designing services/events/activities that work for them;
- Attending events, giving presentations and promoting Greener & Cleaner's activities to a wide range of local people;
- Partnering with local organisations to run events in our sustainability Hub and in the community;
- Outreach and engagement with local businesses in the Glades and elsewhere;
- Supporting the development of a local business networking offer at the Hub;
- Attending local events to promote and engage with the local community;
- Working closely with the Volunteer Coordinator to develop and promote our volunteering opportunities across local demographics;
- Supporting external visits to the Hub (schools, local organisations);
- Supporting partnership/funder visits to the Hub (with Chief Visionary Officer);
- Inputting into the development of partnerships for fundraising bids;
- Championing the needs of local organisations in the development of Greener & Cleaner's development plans;

- As a small organisation, it is important that all staff are able to work effectively as a team and provide mutual support. Therefore, the post holder may be called upon to assist in other aspects of the team and organisation's activities.

WHO WE ARE LOOKING FOR:

We are looking for someone dynamic and engaging, with excellent communication and interpersonal skills, who can build relationships with external organisations and associations to create and promote long-term partnerships.

You will ideally have the following:

- Knowledge of community groups and the local charity sector and an understanding of the challenges they face;
- Commitment to equal opportunities and safeguarding;
- Strong communication and interpersonal skills;
- Non-judgemental approach to people and work;
- Ability to build and maintain relationships with a variety of external partners with the ability to deal with people at all levels;
- Event planning and coordination experience;
- Co-design and facilitation experience;
- Experience in community outreach and engagement;
- Demonstrated ability to work independently and as part of a team;
- Effective organisational and time management, ability to organise your own time, work under pressure and meet deadlines;
- Flexibility, ability to adapt to changing circumstances;
- Interest in local and global environmental issues;
- An understanding of, and enthusiasm for, Greener and Cleaner's mission and strategy.

You will be excited to work with a new organisation and happy to work relatively autonomously.

NEXT STEPS & HOW TO APPLY

If you think you might be interested and meet most of our requirements, please send the following:

- A CV;
- A covering letter (of no more than 2 sides A4 explaining how you meet the requirements of the role);

Please send the above to jobs@greenerandcleaner.co.uk by the deadline of 2nd August 2023.

If you would like an informal chat first about the role please drop us a line at the same email address and we will arrange this.

If this way of recruitment does not work for you for health/diversity reasons please get in touch to discuss alternatives as we do not wish to disadvantage anyone who wishes to apply.

RECRUITMENT TIMETABLE

- Deadline for applications 2nd August 2023 but applications are being considered as they are received so we would encourage an early application.
- Interviews are to take place on either 27th July 2023, 3rd August or 10th August – *if you are unable to attend on any of these dates please advise at the time of applying*
- We would like the successful candidate to start as soon as possible after interview

EQUALITY & DIVERSITY

Greener and Cleaner is committed to promoting inclusion and diversity. The Greener and Cleaner Hub is in a shopping centre with step-free access. We welcome and encourage applications from all sections of the community.

Please note: The successful candidate will be subject to a reference and enhanced DBS check, in line with Greener and Cleaner's Safer Recruitment policy.