



## Greener and Cleaner – Youth Programme Manager

### APPLICATION PACK

- Role Overview
- Role Background
- About the role and who we are looking for
- How to Apply

### ROLE OVERVIEW

<b>JOB TITLE:</b>	Youth Programme Manager
<b>CLOSING DATE:</b>	2 <sup>nd</sup> August 2023
<b>BASIS:</b>	6 months, part-time
<b>LOCATION:</b>	Community Hub, The Glades, Bromley, BR1 1DN and working from home/ outreach locations
<b>REPORTING TO:</b>	Director
<b>RESPONSIBLE FOR:</b>	Contract staff working on the youth programme
<b>HOURS:</b>	<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, and in schools and other appropriate outreach locations.</p> <p>We are also advertising for another role which may be held in conjunction with this role- Outreach &amp; Partnerships Coordinator (15 hr/week)</p>
<b>SALARY</b>	£26,000 0.4FTE, 6 months fixed term (pro-rata salary £10,400)

## **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 two 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.

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**

Greener & Cleaner has run a dedicated youth programme for the last year, predominantly focused on a programme working with Secondary Schools around sustainable fashion and engaging young people in Hub activities.

This role will help develop and lead an engaging Youth Programme, working in consultation with young people and other community groups, building on the work to date. It will develop and mobilise networks of young people to have the skills, motivation and confidence to act themselves and push for change in their local communities on sustainability issues.

The role will:

- Develop an engaging youth programme that helps shape wider G&C activities and engages young people in the sustainability issues that most matter to them;
- Add value to what is already happening in schools and in the schools space rather than duplicate, acting as a broker to other more specialist organisations where necessary;
- Focus on engaging secondary school age, who are typically least engaged with nature;
- Identify and pilot new engagement tools and projects, through a test and learn approach, measuring impact and capturing learning (positive and negative) to inform future projects and bids;
- Maintain and develop our schools network to share learning and successes and explore where the schools network goes next;
- Work with where young people are; engaging them in the spaces they feel comfortable and on the sustainability issues that most matter to them;
- Explore how to give young people a creative outlet for environmental and social justice concerns;
- Explore how to upskill young people in the skills needed to effect change democratically;
- Develop and produce more traditional sustainability resources and workshops for schools including developing paid for workshops and assembly model for both primary and secondary schools on different topics;
- Contribute to specific youth fundraising applications which will allow us to deliver further projects based on our test and learn approach;

- Engage with youth engagement partners/ services and charities to increase our reach;
- Work with local colleges and universities to develop placements and career development opportunities for young people at Greener & Cleaner;
- Work with schools to provide work experience placements for young people;
- Work with the Volunteer Coordinator to encourage more young people to get involved in Greener and Cleaner volunteer programme;
- Work with the Sustainability Hub Manager and Community Garden Lead to explore how young people might be more encouraged to attend activities in the Hub and Community Allotment;
- Work with the Outreach & Partnership Co-ordinator to ensure targeted outreach to organisations working with young people;
- Ensure that any youth programme projects are completed on time and to budget and in compliance with funder requirements;
- Explore how to integrate youth voice into our decision-making and planning;
- Be responsible for ensuring adherence to budgets, contributing to collateral/ newsletters and providing Board and funder updates as needed.
- 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 people management skills, who has had experience working with young people.

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

You will ideally have the following:

- A commitment to safeguarding principles and be willing to put the welfare of children and young people at the forefront of your work.
- An understanding and belief in the inclusion of all staff, partners and young people irrespective of race, gender, sexuality, age, religion, ability, identity, and experience
- A commitment to promote and embed an understanding of equity, diversity and an inclusive culture;
- Experience working with and supporting a range of young people including disadvantaged and socially excluded young people;
- Understanding of the current issues facing young people;

- Knowledge and experience of youth participation and youth engagement practices;
- Proven ability to build and manage relationships with young people and stakeholders at all levels;
- Strong facilitation skills for a diverse range of audience, from young people to professionals;
- Strong written and oral communication, experience of writing reports;
- Good programme management skills with proven ability to plan and manage multiple, projects and activities;
- Experience of developing programmes for young people;
- Experience of using impact and outcome measurement to assess trial programmes;
- Experience of using digital platforms to engage networks and communities;
- Experience of working with young people to co-design a range of activities;
- 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.

## **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](mailto:jobs@greenerandcleaner.co.uk) by the deadline of 2<sup>nd</sup> 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 2<sup>nd</sup> August 2023 but applications are being considered as they are received so we would encourage an early application.
- Interviews to take place on either 27<sup>th</sup> July 2023, 3<sup>rd</sup> August or 10<sup>th</sup> 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.*