



## Greener and Cleaner – Youth Outreach Manager

**JOB TITLE:** Youth Outreach Manager

**CLOSING DATE:** Sunday 24<sup>th</sup> April

**SALARY:** £41,000 (pro-rata £4,100) Fixed term 1 year

**CONTRACT TYPE:** PAYE

**SECTION:** Project Delivery

**REPORTING TO:** Chief Strategy Officer

**LOCATION:** Based at the Greener & Cleaner Hub upstairs in The Glades, but also attending schools, colleges and other community organisations and events in Bromley Borough, may occasionally be based at home.)

**RESPONSIBLE FOR:** The managing and delivery of the Greener & Cleaner Youth Outreach Services across the Borough of Bromley. Identifying key stakeholder groups and ensuring completion of project on time and to budget. Helping with outreach, engagement and support to key stakeholder groups and helping with planning and coordination of new projects with the Youth Outreach Coordinator, including the first project which will be helping to establish Sustainable Fashion Clubs at x7 schools and colleges.

**HOURS:** 0.5 days per week (with up to 10.5 additional paid days to help support the recently funded Sustainable Fashion Club project– this may add up to £1,655 onto the above salary).

### **ABOUT THE CHARITY:**

Greener and Cleaner (G&CBB) was started in 2019 as a community interest company to help bring local people together and make a difference in order to help our planet and the future of our loved ones. In 2021 we achieved charity status and have grown to over 6,000 members and over 100 volunteers who give up their time to teach, help and deliver impactful events to the local community.

### **ABOUT THE YOUTH OUTREACH MANAGER ROLE:**

Greener and Cleaner (G&C) are looking for a Youth Outreach Manager to help create and manage our youth outreach service work. Our recently funded Platinum Jubilee Youth Outreach project will see pupils at 7 schools/colleges partner with G&C set up their own Sustainable Fashion Club with a patron teacher, learning sustainable fashion skills and putting on their first sustainable fashion show. The Project Manager will act as project lead on that project and other events and projects agreed with the Senior Leadership Team for improving local youth engagement with sustainability, the Hub and related community

projects. We are keen to develop new ideas and projects with the youth community in Bromley and the Youth Outreach Manager will be instrumental in achieving this. The Youth Outreach Manager will have some project management experience and understand the mission of G&C to help promote the charity to the people of Bromley and beyond.

**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.**

### **PERSONAL SPEC**

- Will have some experience in project management, operational management, or event planning.
- Committed to supporting the Charity to achieve its aims around normalising environmentally supportive behaviours in our community
- Very well organised
- Aware of project management techniques and tools and able to set these up (right sized to our project, not overly onerous)
- Able to work autonomously on a day to day basis, comfortably liaise with and manage the Youth Outreach Coordinator, and report personal and Youth Outreach team progress against project deliverables to the Senior Leadership Team
- Confident communicating with people verbally and in writing and getting agreement from a range of individuals in short windows of time
- Willing to lend a hand to get things over the line
- Confident with building new stakeholder relationships and, where necessary, short bits of public speaking, for example hosting at our annual schools event or presenting at school assemblies or youth focused events where needed etc.
- Confident working with Google Docs and Google Drive (or quickly able to pick up new technologies)

### **DUTIES AND RESPONSIBILITIES:**

- Create and manage the Youth Outreach Service Strategy with the Senior Leadership Team;
- Work with and manage the Youth Outreach Coordinator;
- Actively engage with the youth community, identifying what they would like to see in an Outreach service (youth engagement);
- Ensure the youth community within Bromley and the surrounding areas are aware of Greener and Cleaner and the work we do around sustainable living and the environment;
- Generate and distribute sustainable living information to key youth outreach stakeholders in the community (for example schools, colleges, community centres etc);
- Identify and engage with key youth outreach stakeholders and develop an ongoing relationship for future projects (including identifying the 7 schools for the Platinum Jubilee Sustainable Fashion Club Project);
- Testing new ideas and future projects with the community;
- Project manage the Sustainable Fashion Club project ensuring it runs to schedule, on time and in budget, and that the evaluation and reporting element runs smoothly;

- Align with the charity's mission on a more sustainable future and be an advocate for Greener and Cleaner;
- Maintaining and continued running of the Youth Outreach Service Strategy ensuring it is always current/updated;
- Obtaining and actioning updates from other members of the project team
- Liaising with the Project Lead on any other youth accessible events/projects from the Charity or the Hub, eg the Gift Bags project, to ensure smooth completion of events;

We are keen to see applications from young people as well as experienced people. We put more emphasis on attitude and aptitude than previous experience.

If you think you might be interested and meet most of our requirements, please send a summary of experience or CV to [gcbbjobs@gmail.com](mailto:gcbbjobs@gmail.com) to express an interest.