



Greener and Cleaner – BEN (Bromley Environment Network) Coordinator - Contractor

JOB TITLE: BEN (Bromley Environment Network) Coordinator

CLOSING DATE: Monday 16th May

SALARY: £250 per day (1 day per week for 26 weeks; flexible working)

CONTRACT TYPE: Temporary Contractor

SECTION: Charity Support

LOCATION: Working from home with possible meetings at the Greener & Cleaner Hub upstairs in The Glades shopping centre.

RESPONSIBLE FOR: Coordinating and expanding the Bromley Environment Network (BEN) via various methods of communication such as a newsletter and liaising with community groups. The contractor will also be responsible for onboarding new members of the network and be willing to network in order to increase reach.

ABOUT THE CHARITY AND BROMLEY ENVIRONMENT NETWORK:

Greener and Cleaner (G&C) 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.

G&C is a founding member of BEN. BEN's mission is to support Bromley community groups working together to protect and improve our environment. Bringing together community groups in the Bromley Borough to inspire and support residents, the Council and other community stakeholders in working together to make our borough a greener, healthier and more sustainable place to live, both now and in the future.

ABOUT THE BEN COORDINATOR ROLE:

Greener and Cleaner (G&C) are looking for a BEN Coordinator to help coordinate the growth and communications of the network. The successful candidate will be proficient in Microsoft suite and have excellent communication skills. They will be comfortable networking, highlighting the benefits of joining the BEN therefore having sufficient knowledge on environmental challenges currently facing the world. They will be mixing project management with copywriting and networking skills and will have a sound understanding of

G&C's mission. We are happy to hear from individuals with one or more of the skills listed, not all are necessary to apply.

The temporary contractor will be a sole trader or Limited Company outside IR35, on standard G&C terms (with contract allowing for future re-engagement for similar services if both parties are amenable by addition of an additional Schedule of Work).

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

PERSONAL SPEC

- Prior experience within project management and strategy management
- Ideally a Bromley resident or Bromley based Business (or otherwise a resident or business based in S.E.London)
- Experienced networker, copywriter and/or knowledgeable on current environmental concerns
- Excellent written and verbal communication skills
- Brand awareness of Greener and Cleaner and ability to build on this

DUTIES AND RESPONSIBILITIES:

- To expand the network of the Bromley Environment Network, and increase membership, via communications and networking;
- To create and send out a monthly newsletter providing updates around local sustainability efforts of members to all those in the network (members will draft and submit such updates to this individual though will need timely prompting);
- To coordinate and liaise with the Events Manager, Marketing Manager and Hub Manager for G&C to ensure accurate updates and consistency of messaging in the copy this role will write for G&C's update in the monthly newsletter;
- To onboard any new members of the BEN;
- Support the G&C Senior Management team (and the BEN Executive) on the ongoing strategy around the growth of the BEN;
- Ensure targets are put in place and execute said targets eg around reaching out to community groups, schools, colleges etc per week;
- To be able to redirect any question from members of G&C to the correct group or person once trained by the CEO;
- Knowledge of fundraising, especially in the charity sector would be a bonus;
- Strong attention to detail and ability to work comfortably on Microsoft Suite and convert to pdf (experience of member mojo or other group email software a bonus);
- To remain politically neutral;
- The successful candidate will have a reasonable understanding of data protection and will undergo GDPR training and carbon literacy training.

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