

Growing Connections Project Manager

Deadline for applications: Wednesday 28th March, 5pm

Interview date: Thursday 5th April

Job Description

Hours: P/T 28 hours. Some evening and weekend work will be required

Salary: £20,760 (FTE £25,951)

Contract: 18 month fixed term contract

Location: Toryglen Community Base

Reporting to: Urban Roots Manager

Responsible for: Project delivery staff, freelance workers, volunteers

Urban Roots is a thriving environmental and health improvement organisation working across the Southside of Glasgow. The Growing Connections project will develop and deliver an ambitious green spaces improvement and engagement plan in Toryglen, in partnership with local people and other third sector organisations. This post is funded by the Green Infrastructure Community Engagement Fund. The post holder will be responsible for day to day management of the project, working with other Urban Roots staff to organise and deliver an exciting program of outdoor activities. The role will involve initiating a community consultation process about local vacant land and ongoing management plans for Malls Mire LNR as well as developing an effective marketing campaign to ensure wide spread engagement and participation.

Main Responsibilities

1. Manage the delivery of the Growing Connections project activities, which will contribute to green space improvements in Toryglen. Manage the delivery of projects to engage local people with green spaces in Toryglen. This may include:
 - Working with community groups, youth groups and schools to engage local people with the project activities.
 - Supporting people and communities to use and develop local green spaces by helping to identify local priorities and implement action plans.
 - Work with community groups in Toryglen and surrounding areas to develop local sites for local use.
2. Coordinate the training and development of individuals and groups in environmental skills and environmental awareness.
3. Manage the delivery of projects to promote healthy lifestyles by encouraging people to grow their own food and encouraging cycling or walking for health and environmental benefits.
4. Support volunteers, so they receive a valuable experience through Urban Roots, including training, enjoyment and a sense of achievement.
5. Promote the Growing Connections profile and achievement within the local area so as to attract new volunteers/learners and raise public awareness of this and other Urban Roots' programmes and activities.
6. Work closely and in partnership with agencies including Glasgow City Council, local housing associations and others as appropriate to develop the project activities.
7. Ensure that all activities adhere to Urban Roots' policies and procedures; with particular emphasis on health and safety procedures for practical project work.
8. Manage project budgets and resources
9. Work with the Urban Roots Manager to ensure project monitoring, reporting and evaluation is carried out
10. Provide 'hands on' and day to day input into delivery as necessary.
11. Any other reasonable duties to perform the job role.

Person Specification

	Essential	Desirable
Education and Training (To be demonstrated on application and at interview)		
<ul style="list-style-type: none"> • Good general education (Advanced Highers/A-Level equivalent) and/or 3 years minimum relevant work experience relating to the role • Environmental or community development qualification 	✓	✓
Experience (To be demonstrated on application and at interview)		
<ul style="list-style-type: none"> • Experience of working in a community development, community gardening or environmental setting • Experience of working with and managing volunteers • Experience of organising and evaluating courses and workshops • Experience of project delivery in partnership with a range of statutory and third sector stakeholders. • Experience of organising and running community events • Experience of managing budgets • Experience of reporting to funders 	✓ ✓ ✓ ✓ ✓ ✓ ✓	
Knowledge and Understanding (To be demonstrated on application and at interview)		
<ul style="list-style-type: none"> • Knowledge of community engagement techniques • Knowledge of marketing and social media techniques • Knowledge and understanding of horticulture and / or wildlife habitat management 	✓ ✓	✓
Skills and Abilities (To be demonstrated on application and at interview)		
<ul style="list-style-type: none"> • Good verbal and written communication skills • Good planning and organisational skills • Sound project management skills with good attention to detail • Good computer literacy • Ability to work on own initiative 	✓ ✓ ✓ ✓ ✓	
Personal Qualities (To be demonstrated at interview)		
<ul style="list-style-type: none"> • Commitment to the aims and objectives of Urban Roots • Friendly and personable • Commitment to equal opportunities and healthy and safe working practices • An interest in environmental issues • Willingness to work some evenings and weekends as required 	✓ ✓ ✓ ✓ ✓	

