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**Post: Project Coordinator - Communities for Conservation Project**

**Salary: £28,031 p.a. pro rata**

**25 hours (Part-time)**

**Contract till March 2023** - continuation beyond 2023 depending on funding**.**

**3 months probationary period.**

This post is funded by the Scottish Government’s Climate Challenge Fund until March 2022.

Beyond the probationary period, from April 2022, the post will be funded by the National Lottery Climate Action Fund until March 2023 and the nature of the project will change slightly but the role will be substantially similar.

**Hours of Work:**

25 hours per week, including unsociable hours for which TOIL will be granted in accordance with the conditions of service. No overtime payments are applicable.

**Equality of opportunity:**

ELREC is committed to equal opportunities in employment. ELREC actively promotes equality of opportunity for all with the right mix of talent, skills and potential, and welcomes applications from a wide range of candidates. The selection of candidates for interview will be based on skills, qualifications and experience. We ensure that no applicant or member of staff is subject to less favorable treatment on the grounds of gender, marital status, race, colour, nationality, ethnic or national origins, age, sexual orientation, responsibilities for dependants, physical or mental disability or is disadvantaged by any condition which cannot be shown to be relevant to performance.

**Pension:**

ELREC is a member of a Group Personal Pension Plan operated by Aegon. You can join the scheme on commencement of your employment.

**Responsible to:**

The post holder is responsible to the ELREC manager, who is in turn responsible to the Chair of Management Board.

**Project profile:**

‘Communities for Conservation’ is a project managed by Edinburgh and the Lothians Regional Equality Council which engages Ethnic Minority communities in Edinburgh and Livingston with climate initiatives related to energy saving, swapping and reusing goods, cycling, and food growing. Services include home energy visits, swap shop events, bike ability classes, an ebike library cycling activities, community gardens, workshops, and community events to mainstream the message of climate change.

**Team**

The project team consists of Project Coordinator, Community link officers and volunteers.

**Location**

This work will be office based in Edinburgh with travel around Edinburgh and Livingston required.

**Job Description**

The main duties of the post will be to:

1. Ensure the project outcomes are met.
2. Coordinate project activities:
	* 1. Home energy visits delivered by Community Link Officers.
		2. Swap shop events.
		3. Monday sewing club delivered by South Asian Community Link Officer.
		4. Electric Van community car club.
		5. Cycling activities: Saturday cycling classes, led rides, ebike library, bike repairs vouchers.
		6. Workshops on climate change, waste, energy, food.
		7. Community events to raise awareness of climate change and increase communities’ cohesion (incl. film screenings, etc).
		8. Volunteer-led community gardens.
3. Recruit, train, support and supervise 5 community link officers and volunteers.
4. Monitor and evaluate team performance.
5. Manage and form partnerships with community organisations and expand contacts to new groups to increase engagement with target communities.
6. Promote activities by email, social media, newsletter and other channels.
7. Organise and attend training, meetings, and conferences relevant to the outcomes of the project.
8. Manage and spend budget according to the project plan.
9. Monitor project progress, collect feedback and evidence. Compile report to funders using their templates including the CCF final report.
10. Manage the ERASMUS+ funded project [SOMRA project](https://somra.eu/) that comes under the project umbrella.
11. Deliver and report on sub-projects that are the repair scheme (Cycling UK), and cycling classes / ebike library (Paths for All).
12. Co-organise the annual Edinburgh Climate Festival.
13. Apply to funding to continue and to expand the project (incl. investing in communities and the Climate Action Fund’s large grant).
14. Work on other aspects of ELREC’s work to mainstream Climate Change.
15. Any other duties assigned by the Line Manager.

**Person Specification**

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|  | All of the following requirements will be assessed from a combination of information provided from an application form, the interview process and references:**Skills and Abilities** | **Essential** | **Desirable** |
| 1 | Good verbal, written and presentation skills | √ |  |
| 2 | Ability to meet deadlines | √ |  |
| 3 | Organisational skills | √ |  |
| 4 | Ability to use own initiative and organise own workload in consultation with the Manager and Board of Directors | √ |  |
| 5 | Ability to foster collective working between organisations | √ |  |
| 6 | Ability to be self administering | √ |  |
| 7 | Ability to demonstrate an active commitment towards equal opportunities and anti-discriminatory practices | √ |  |
|  | **Experience** |  |  |
| 8 | Experience of working in, or with, the voluntary sector in a development role  | √ |  |
| 9 | Experience of working with volunteers | √ |  |
| 10 | Experience of working with minority ethnic community organisations in a development capacity  | √ |  |
| 11 | Experience of environmental and climate change work  | √ |  |
| 12 | Good IT skills including word processing and database management | √ |  |
| 13 | Experience of contributing effectively as a team member | √ |  |
| 14 | Experience of using evaluation and monitoring tools and techniques | √ |  |
| 15 | Experience of writing reports  | √ |  |
| 16 | Experience of supervising a team of volunteers or staff  | √ |  |
|  | **Knowledge** |  |  |
| 17 | Knowledge of the initiatives to reduce carbon emissions  | √ |  |
| 18 | Knowledge of good practice in volunteering  | √ |  |
| 21 | Knowledge of services available to communities to save carbon i.e. community gardens, recycling  | √ |  |
| 22 | Demonstrable knowledge of a diverse range of minority ethnic communities in Edinburgh |  | √ |
| 23 | Fluency in English  |  | √ |
|  | **Training and Qualifications** |  |  |
| 24 | Educated to higher level or professional qualification  | √ |  |
|  | **Other** |  |  |
| 25 | Willing to work some evenings and weekends  | √ |  |
| 28 | Be concerned about the environment | √ |  |

Please email your Application Form and Equal Opportunities form to **jobs@elrec.org.uk**

**Deadline for applications:**Midnight on Sunday 30th January 2022

**The interviews will be held on week commencing 1st February 2022.**

For more information and to apply, please visit: [www.elrec.org.uk/job-vacancy](http://www.elrec.org.uk/job-vacancy)

For queries regarding the role, please email cfc@elrec.org.uk or call 0131 556 0441