



Cre8 Grow Project Coordinator

Job Description

This job description includes a guide to the work the Cre8 Grow Project Coordinator will be involved in and required to undertake. It may be changed from time to time to meet changing circumstances. It is not a Contract of Employment.

Our mission is to:

Make known the gifts of people of all abilities, revealed through bringing change and hope to disadvantaged neighbourhoods.

Work together towards a more human society which values each and every person.

Build community by encouraging people to treat each other with care, forgiveness and respect.

A statement about Cre8:

Cre8 began in 2005 when a group of Churches in Macclesfield met together to work for change in a disadvantaged area of the town.

Cre8 runs activities which help to build community in the neighborhood and to help people to feel a sense of belonging to their neighborhood. These activities have common characteristics which include:

- Things for the benefit of others
- Learning from each other
- Eating together
- Having fun together
- Working and making a positive contribution
- Celebrating when people do something well
- Encouraging relationships between young and old
- Working actively for things which are good
- Mending relationships damaged by conflict and disagreement
- Building a sense of well-being, happiness and freedom from fear
- Raising self-esteem and self-worth

The activities Cre8 runs are grouped and managed in what we call Projects. These include:

Off Beat - including Cre8 Music (drop-ins, lessons, recordings, writing and composing) Bike Shed (repair and maintenance), Bike Rides and a Football project.

Clubs – including a Primary Club, a Secondary Club and an over 16's Club.

Learning Plus – one to one alternative education provision during the day.

RD – work experience for young people who are not in education or work.

Residentials – residential experiences for young people including weekend camps, outdoor activities and week-long stays with different communities.

Cre8 Works – a social enterprise business employing young people to do grounds maintenance work and tree felling.

Cre8 Facilities – a social enterprise business employing young people to do commercial vehicle washing.

Background to Cre8 Project Grow

A pilot for Cre8 Grow funded by Cre8 Macclesfield began in September 2018 although some activities were running through the summer of 2018. Project Grow brings together activities around surplus Food, St Barnabas Garden & Allotment, and being together in our Community and Health & Wellbeing.

The Garden & Allotment at St Barnabas Church is open to anyone on Friday afternoons between 1-3pm. To help with jobs in the allotment, mow the lawns, drink tea or hang out together. Hope to have it open on 2 afternoons once the project starts.

Over the last 6 months we've had 150+ people come and spend time in the Garden – on Fridays, during Cre8 youth clubs or at holiday events.

Project Grow was put together as a project that will redistribute surplus food on a Macclesfield-wide scale – to other charities & organisations and a mobile 'Food Pantry' where anyone can become a member and receive a weekly food shop. Hoping to start in Spring 2019.

Pilot activities have included a twice weekly running club & volunteering at Macclesfield Parkrun. Other ideas and interests include yoga & mindfulness events.

Focused around sharing food and meals together and helping reduce social isolation. Planning to open up St Barnabas once a week for a hot meal where anyone is welcome, as well as one-off events like Tea Parties, themed lunches etc.

This post has been entirely funded by the National Lottery Community Fund, which was awarded to Cre8 Macclesfield in May 2019. The project is funded for 5 years at which time it is hoped that we will be able to deliver a sustainable self-funding project.



Job Description & Person Specification – Cre8 Grow Project Coordinator

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Pay:	Grade 4 Point 13 £23,213
Job title:	Cre8 Grow Project Coordinator
Hours:	Full time – 37.5 hours per week
Term:	Start 1 st June 2019. Permanent
Reporting to:	Cre8 Director

Purpose

Project Grow is focussed on the following key areas:

- Storage of food donations
- Distributing to other local charities and groups
- Training for volunteers in food hygiene, health & safety, manual handling
- Phasing of distribution to Estates over 3 years. Priority to the Moss Rose Estate as a prototype and to learn from through feedback to enable quick change
- Management of membership for the Food Grocery Shop

This is an exciting opportunity to work with Cre8 on our community-led 'Cre8 Grow' Project; comprising 4 key themes of: Food, Community, Garden and Health & Wellbeing.

The role will involve recruiting and managing a vibrant, enthusiastic and diverse volunteer network, overseeing the projects activities, publicising and marketing the project and managing the relationships of all stakeholders – 'service users/community', food retailers/donors, volunteers, employees, supporters and funders.

The role holder will oversee all project activities. This will include defining and agreeing outcomes for the project, with support from the Project Director, and monitoring and report on outcomes throughout the project.

As part of the Project Board/Steering Group the role holder will represent the day to day running of the project.

Responsibilities

- 1.1. Oversee the activities within the project and liaise and support project/session leaders to run those activities.
- 1.2. Safeguarding: Implement and co-ordinate the safeguarding strategy of the organisation
- 1.3. Managing a team of volunteers, to include all aspects of recruitment. The role holder will organise and monitor training and CPD and develop opportunities for recognition and reward. This will include assessing and placing volunteers appropriately, ensuring that they have the desired skills and aptitude for a range of roles within the organisation. Research and write volunteer policies, & procedures. Promote volunteering opportunities.
- 1.4. Health and Safety: Managing Health and Safety in the working environment, managing risk, contributing to risk assessments, administering first aid when required and key holding. The role holder will be expected to produce activity risk assessments.
- 1.5. Budgeting and forecasting: delegated budget responsibility including monitoring of all aspects of the project.
- 1.6. Policies and procedures: Ensuring the implementation of policies and procedures in the organisation.
- 1.7. Project administration and record keeping: Keep accurate, up to date and comprehensive records for Cre8 projects.
- 1.8. Customers and clients: Working towards welcoming everyone who comes into contact with the organisation, including children, representatives of statutory bodies, supporters and parents. Ensuring that all are valued and treated with respect.
- 1.9. Welcoming all visitors, participants, volunteers and workers to Cre8, including dealing with general enquiries telephone calls and personal visits.
- 1.10. Publicise and market the projects activities, including events, to raise profile amongst community & supporters.
- 1.11. Monitor and evaluate activities and write reports for funders and trustees and Steering Group.
- 1.12. The effective use of resources. Making sure that resources in terms of time, materials and equipment is always used for the benefit of young people.
- 1.13. Welcoming: making sure that Cre8 is a welcoming place for young people and for anybody who visits the organisation.
- 1.14. Training: take and provide opportunities for training and development where required.
- 1.15. Team meetings: attending and contributing to team meetings, including making sure you are adequately prepared for meetings.
- 1.16. Equality and Diversity: Promoting equality and diversity and making sure Cre8 is an inclusive and supportive place to be.
- 1.17. Quality assurance: implementing and monitoring quality assurance systems to ensure high quality activities throughout the project.

Person Specification

Qualifications

	The successful candidate should:	Essential/ Desirable	Tested by* A, I, T
3.1.1	Have a good standard of general education, normally to include English and Maths to GCSE levels (or equivalent).	Essential	[A]
3.1.2	Degree level qualification or equivalent	Essential	[A]
3.1.3	Degree level in a related subject e.g. youth/community work, social work, project management	Desirable	[A]
3.1.4	Clean driving license	Essential	[A]

Background & Experience

	The successful candidate should have:	Essential/ Desirable	Tested by* A, I, P, T
3.2.1	Experience of working within horticulture environment or working in a community garden	Essential	[A, I, P]
3.2.2	Experience of managing teams and projects, voluntary or employed (two years minimum)	Essential	[A, I, P]
3.2.3	Experience of working across different sectors and developing links with other agencies	Essential	[A, I]
3.2.4	Experience of developing and leading training	Essential	[A, I]
3.2.5	Experience of being a volunteer	Desirable	[A,I]
3.2.6	Experience of working for a neighbourhood / community-based project	Essential	[A,I]

Knowledge

	The successful candidate should have demonstrable knowledge of:	Essential/ Desirable	Tested by* A, I, P, T
3.3.1	Knowledge / understanding of Asset based community development	Desirable	[A, I, P]
3.3.2	Experience and knowledge of health & safety legislation and working practice within relevant subject areas. Eg: risk assessment, & food safety	Essential	[A, I, P]
3.3.3	Experience and knowledge of managing health & safety, managing risk and producing risk assessments	Desirable	[A,I, P]
3.3.4	Good knowledge of safeguarding practice	Essential	[A, I, P]

Skills & Competencies

	The successful candidate should demonstrate:	Essential/ Desirable	Tested by* A, I, P, T
3.4.1	Good organisational skill and an ability to manage a variety of tasks	Essential	[A, I]
3.4.2	Excellent administrative and IT skills and an ability to maintain records and produce clear written and oral reports	Essential	[A, I, P]
3.4.3	Excellent communication skills, including presentation skills	Essential	[A, I, P]
3.4.4	Ability to motivate and encourage	Essential	[A, I, P]
3.4.5	Strong interpersonal skills and the ability to deal with a diverse range of people	Essential	[I]
3.4.6	A flexible and non-judgemental approach to people and work	Essential	[A, I]
3.4.7	Live locally	Desirable	[A, I]

***A = Application I = Interview T = Test**