

Job advert

Job title: Events Co-ordinator (organisational development)

Rate of pay: £12/ hour

Hours available: 833 (45 weeks at 0.5 FTE based on 37 hour week) profiled over 12 months

About Greening Wingrove & Arthur's Hill Community Interest Company (CIC)

Greening Wingrove & Arthur's Hill is an environmental residents' association. We're also a response to climate change. Our activities usually focus on nature and water and energy conservation, gardening, tree planting, recycling, curbing litter and fly tipping, and bringing the community together. We tell the wider world about what we're doing both nationally and even internationally via conferences, social media and publications. We offer a locally-governed organisational framework, working in partnership with others, enabling people to get on with making a difference to where we live. Membership is open to residents of the Arthur's Hill and Wingrove Wards. Members shape what we do and local residents make up our governing board. Lastly, we advance the wacky, but thought-provoking, idea of turning our area into a sustainable inner-city garden suburb!

Formally, the CIC's objects are to carry on activities which benefit the community and to maintain an inclusive community partnership to provide or enable:

- (a) A cleaner and well maintained physical environment;
- (b) A greener environment that makes the maximum use of flora and fauna;
- (c) Effective delivery of public services;
- (d) Development of community pride in, and care for, the area and its inhabitants;
- (e) A reduction in the carbon footprint of the area by embracing new developments in technology, reductions in fuel poverty, efficiency in energy, environmental education, housing, land use and planning, flood risks and understanding of the impacts of climate change;
- (f) Encouragement and promotion of more home food production and related education and training.

Details of the work to be undertaken on this project

The events co-ordinator will be responsible for delivery of a [crowdfunded project](#) made up of the following outputs:

- Define a fixed timescale for the project and events plan, with input from residents and members, and agree this with the board. This is likely to cover part of the remainder of summer 2022 and party of summer 2023.
- Co-ordinate a printed newsletter for delivery to Arthur's Hill and Wingrove ward and oversee delivery of this via a third party delivery company.
- Rationalise the number of facebook sites connected to Greening Wingrove and develop a plan for regular social media updates.

- Oversee the delivery of eight community events and directly organise seven of these, in line with the project plan.
- Deliver one local food and music market at the bike garden in line with the project plan.
- Support and oversee the reintroduction of Dr Bike sessions at the bike garden (minimum 8 sessions) and work with Space for Fenham to ensure delivery of 8 cycle tours and a community-led plan for the cycle network.
- Work with residents and members to deliver the planting of 100 trees, supplied by Bonsai Billabong.
- Attend monthly meetings of the board in the periods when the project is active.
- Write final report to crowdfunder supporters including the North of Tyne Combined Authority.
- Through talking with others over the life of the project, develop ideas for encouraging more volunteering from the local community as well as ideas for future projects in line with the aims of our constitution.

Person specification

We are looking for someone with:

Essential

- strong self-organising skills
- ability to project manage
- a good communicator
- able to encourage potential new volunteers
- a decent human being
- A commitment to promoting equality and diversity in line with our policy attached below and to increasing representation from all parts of the community, recognising ethnicity, gender, health capabilities, social class.
- A commitment to working in line with the CIC's values and policies.

Desirable

- experience running events
- experience designing a newsletter.

How to apply

Please send a CV and covering letter to hello@greeningwingrove.org.uk by midnight on 8th August. In your covering letter you should set out your proposal for the project timescale together with an indication of the spread of hours across months in 2022 and 2023. Interviews will take place on the evening of Thursday 11th August.



Greening Wingrove Community Interest Company (CIC) Equality and Diversity Policy

1. General Statement

- 1.1. Greening Wingrove CIC is committed to achieving equal opportunities in the services it provides. No user of Greening Wingrove CIC services or volunteer should receive less favourable treatment because of: - sex, social status, colour, ethnic origin, age, race, disability, religion, sexual orientation and/or marital status.
- 1.2. As a provider of a service to the community, Greening Wingrove CIC accepts the responsibility to promote equal opportunities and challenge discrimination wherever it occurs. This document sets out the main consequences of this commitment and the action to be taken in order to achieve equal opportunities.
- 1.3. It is the responsibility of all volunteers and service users to ensure that no other service user or volunteer receives less favourable treatment than any other on the grounds stated in Para. 1.1 of this policy.
- 1.4. Greening Wingrove CIC recognises that some users of its services may, because of their past or present distress or illness, say or do things which would otherwise be unacceptable and incompatible with Greening Wingrove CIC Equal Opportunities Policy. Greening Wingrove CIC will do all it can to challenge such behaviour. In cases where intervention is possible a gentle approach will be adopted which aims to alter attitudes and behaviour while maintaining support for the distressed client.
- 1.5. The Board of Greening Wingrove CIC will review this policy every three years.

2. Responsibility

- 2.1. The Board of Greening Wingrove CIC has overall responsibility for the effective operation of this policy. However, all volunteers and service users have a duty as part of their involvement with Greening Wingrove CIC to do everything they can to ensure that the policy works in practice.
- 2.2. Greening Wingrove CIC will bring to the attention of all volunteers and service users the existence of this policy, and will provide such training as is necessary to ensure that the policy is effective and that everyone is aware of it.
- 2.3. Those responsible for recruiting volunteers or staff to work in Greening Wingrove CIC projects are responsible for ensuring that they are aware of Greening Wingrove CIC Equal Opportunities Policy and adhere to it while working as Greening Wingrove CIC volunteers.

- 1.1. Every effort will be made to ensure that the services offered by Greening Wingrove CIC reflect the composition of the community it serves. Greening Wingrove CIC is committed to encouraging access from under-represented groups.
- 1.2. If any service user or volunteer feels that they have been, or are being discriminated against, in any way, they are entitled to pursue the matter with the Board.
- 1.3. All instances or complaints of discriminatory behaviour will be treated seriously.
- 1.4. Complaints or allegations of an unfounded or malicious nature will also be treated as serious.

2. Disabled Access

- 2.1. Greening Wingrove CIC will endeavour to ensure, as far as is practicable, that all the premises it uses have disabled access. When considering new premises, every effort will be made to ensure such premises are fully accessible.

3. Use of Language

- 3.1. Volunteers and service users should avoid and challenge the use of language which, in any way, belittles:
 - disabled groups and/or individuals with special needs
 - any race, culture or religion
 - a person's sexual orientation
 - women and/or men
 - social status.
- 3.2. Where the language used has a personal impact on others, and it has been made clear to the person concerned that their use of such language is unwelcome and/or offensive, disciplinary action may be taken if they persist with it.
- 3.3. All materials used or developed by Greening Wingrove CIC will be judged in the light of how well they promote equal opportunities.

4. Sexual Harassment

- 4.1. No volunteer or service user should be subject to sexual harassment.
- 4.2. This is interpreted as unwanted behaviour of a sexual nature including:
 - verbal sexual abuse
 - physical contact
 - repeated remarks which an individual finds offensive
- 4.3. If it has been made clear to the person concerned that their behaviour is unwelcome and they persist with it, then the service user or volunteer who is the recipient of the behaviour will be entitled to make a formal complaint.

5. Equal Opportunities Monitoring

- 5.1. The Board will monitor Greening Wingrove CIC equal opportunities progress, development and practice.

1. **Complaints**

7.1 Complaints or concerns about breaches of the Greening Wingrove CIC Equality and Diversity Policy should be made to the Chair of the CIC Board.

Dated: 2021