



Environment Project Coordinator - Job Description

Job Title:	Environment Project Coordinator
Contract Type:	24mth Fixed Term Contract
Hours of Employment:	Full time 35hrs per week Monday to Friday (with occasional weekend work)
Salary:	£25,432 pa
Annual/Sick Leave:	Annual holiday entitlement is 25 working days, of which 5 are allocated to the Christmas period when the Centre is closed, in addition to statutory public holidays. Plus 5 days sick leave per annum.
Pension Provision:	CCA provides a contribution pension with a 3% employer contribution, 5% employee contribution totalling a 8% annual pension, if you are eligible.
Staff Benefits:	<ol style="list-style-type: none"> 1. Company Pension (if eligible) 2. Annual Public Transport Travel Card Scheme. 3. Bicycle Purchase Scheme 4. 24-hour Counselling Support Line 5. Wellbeing Monthly Incentive 5. Regular Team Building Activities, Training & Socials 6. Free Onsite parking
Responsible To:	Environmental Project Manager
Responsible For:	Environmental Project Work, Community Engagement, Project administration

Work Venue:

The Castlehaven Community Association is a highly respected and award-winning local charity. In its 36yr history it has provided a vast array of services and activities for the local community to access, benefit from and enjoy. Castlehaven Community Association manages a four-acre campus positioned a stone's throw from the world-famous Camden Market in the heart of Camden Town. Our campus consists of a large flood lit multi sports astro turf pitch & changing rooms, two community parks (open 24hrs a day), an organic food growing space, a horticulture hub – greenhouse & food growing beds, a purpose-built and fully disabled accessible community centre building equipped with dance studio, a kitchen 'classroom' area and meeting room. We also manage an off- site food growing space, Elm Haven Community Garden.

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Castlehaven Community Association
 23 Castlehaven Road, Camden Town
 London NW1 8RU

Main Purpose of Job: To support Castlehaven's Environmental Project Manager in developing and coordinating our community engagement and environmental education programme raising the profile of our Greenworks programme and managing project administration.

MAIN RESPONSIBILITIES

Environmental education:

- Working with the EPM to coordinate and facilitate the delivery of our environmental education programme providing informal and formal learning opportunities for children, schools, youth groups and the wider community with topics linked to climate friendly community gardening, growing food, organic gardening practices, promoting wildlife and biodiversity in Castlehaven Community Park, Horticulture Hub & Elm Haven Community Garden.
- Working with the EPM to an exciting, creative and engaging programme of eco-activities, workshops, events around the topic of climate change plan that develop people's environmental knowledge and skills and inspire them to take tangible positive action in their communities, help tackle the effects of climate change and promote community cohesion
- Assist with the delivery of informal learning opportunities for the wider community to learn about climate change and what positive steps can be taken by individuals, groups and the community to tackle the effects of climate change within the local environment.
- Assist the EPM to develop and deliver a programme of talks, workshops, films and campaigns to raise awareness of the broader environmental issues and of practical ways local people of all ages can help mitigate the effects of climate change
- Supporting the EPM with the publication of our online monthly environmental bulletin and create accessible educational materials related to climate change initiatives such as energy saving, improving air quality, second life schemes and help people to lead a more sustainable life and lessen our impact on the environment

Community engagement:

- Working with the EPM to coordinate and support the delivery of our greening up planting projects to encourage biodiversity and absorb pollution
- To assist the EPM with managing our pilot air quality monitoring programme, collecting data and exploring appropriate ways to share information with the wider community
- Assist the EPM to recruit, support and train volunteers to spread and champion pro-environmental behaviours at sessions, workshops and community events highlighting issues such as sustainable food production, biodiversity conservation, the 6 Rs of sustainability and holistic solutions to environmental problems
- Assist the EPM in the development and delivery of outreach activities and community events with the aim of building relationships and partnerships with the wider community, organisations and initiatives related to environmental issues in urban landscapes.
- Assist the EPM with organising mini campaigns targeting those under-represented within Greenworks
- Assist the EPM to support people to experience and connect with nature, through inspiring workshops, hands-on action days and other eco-activities.
- Support the EPM to provide the catalyst for starting up non-horticultural Climate Change initiatives within the wider community eg recycling, energy saving, air quality and involving people who might not otherwise be engaged.
- Assist the EPM to provide opportunities for people to have conversations around climate change in a safe and non- judgemental way using the Climate Café or Climate Circle model.

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Project Administration:

- Assist the EPM organising events and activities from start to finish, including event logistics, safeguarding, health and safety and risk assessment
- Assist the EPM liaising with volunteers, conducting feedback, handling monitoring and evaluation data, and maintenance of the Time to Spare CRM database.
- Assist the EPM to collaborate with the Marketing & Social Media Manager to promote planned activities via social media, website, online newsletters, and printed marketing materials.
- Work within specific guidelines, e.g. equal opportunities, health and safety and safeguarding (adult/child).
- To work with CCA staff and volunteers to provide for the long-term sustainability of the environment project.
- To work Monday to Friday with occasional weekend working (1 Saturdays or Sunday per month) as required by project activities and events. Also to be prepared to work occasional evenings as required.
- To participate in training, other learning activities and performance development as required.

Other Duties:

To carry out other duties that may be required as part of a successful service delivery.

All staff are ambassadors for the Castlehaven Community Association and as such may be required from time to time to assist the CEO in the promotion of its work.

Health & Safety:

To ensure that risk assessments are carried out for all project activities and that health & safety measures are put in place and monitored in accordance with CCA's Health & Safety Policy and Health & Safety management plans.

Safeguarding:

To ensure that all staff and volunteers delegated to work with children or vulnerable adults are DBS checked and trained in accordance with CCA's Safeguarding Policies.

Equality, Diversity & Inclusion:

CCA is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. It is the responsibility of every member of CCA staff to ensure the practical application of this policy.

We encourage individuals of Black, Asian and Minority Ethnic backgrounds to apply – CCA is committed to ensuring our workforce is reflective of our diverse community and is therefore committed to increasing representation of staff of Black, Asian and Minority Ethnic backgrounds across all roles and at all levels

PERSON SPECIFICATION

Essential skills / experience / qualities:

- Genuinely excited and passionate about working with communities around climate friendly gardening, promoting wildlife, non-horticultural climate change initiatives and related environmental issues and keen to communicate this enthusiasm to as wide an audience as possible.
- Good knowledge and experience of horticulture and climate friendly gardening,
- A clear enhanced DBS or a willingness to get one

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- Proven experience in successfully creating & assisting workshop activities, community projects and initiatives
- Experience of working for, or participating in, a community-based organisation
- Must be able to demonstrate strong interpersonal skills, have experience of working with and supervising volunteers, and have a flexible and collaborative approach to working as part of a team
- A strong working knowledge of CRM Systems and Microsoft Office (365) i.e. Word, Excel, PowerPoint, Outlook
- Be able to work with and inspire people of all ages, backgrounds, and abilities with an understanding of the diverse needs of socially excluded people
- Have an energetic, engaging, and positive can-do attitude
- Be friendly and approachable whilst working within professional boundaries
- Have strong written, spoken and IT communication skills
- Have excellent time management skills and being punctual
- Have knowledge and experience on health and safety policies & procedures

Desirable skills / experience / qualities:

- Knowledge &/or training in Safeguarding
- Experience &/or training in First Aid
- Experience &/or training in Mental Health First Aid
- Knowledge of General Data Protection Regulations (GDPR)

How to apply for this position:

Please send your CV and a covering letter (no longer than three sides of A4) highlighting your experience and skills relevant to this position; please use the person specification as a guideline. We are an equal opportunities employer.

Please use Job Ref Title – **EPC 2024** in subject line in your email and covering letter, thank you.

Please send your CV & covering letter to: recruitment@castlehaven.org.uk

If you have any questions regarding this position, please call Catherine Graham, Environment Project Manager on 020 7485 3386 or email catherine@castlehaven.org.uk

Data Protection

By applying for this role and sending your covering letter & CV you consent to CCA using and keeping information about you or by third parties, e.g. referees relating to your application or future employment. This information will be used solely in the recruitment process. For unsuccessful candidates, the information will be destroyed within 6 months unless you have consented to extend this period.

Closing Date for Applications: **Midnight Sunday 21st July 2024**

If you have not been shortlisted for an interview you will not hear further from us.

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