



Sustainable Swansea Abertawe Gynaliadwy

Job Description

Get Sust! Community Outreach Worker (Digital Media & Mapping)

Job reference:	GSDM
Salary:	£21,000 per annum, pro rata
Pension:	7% employer contribution to an ethical stakeholder pension
Responsible to:	Swansea Environmental Forum Co-ordinator
Based at:	The Environment Centre
Hours:	Part-time (14 hours per week)
Contract:	11 months Initially

The post holder will be responsible for delivering the Digital Media and Green Mapping aspects of the Get Sust! Project.

The Community Outreach Officer (Digital Media & Mapping) will work closely with the Footprinting & Activities Community Outreach Officer. It is possible that the same person may be suitably qualified to carry out both Outreach Officer roles to give a 35 hours per week post.

The officer will also work with other community officers and projects across Swansea to help communities to become more sustainable by equipping them with the skills, information, and support needed to make sustainable lifestyle choices. The Officer will work to engage communities in activities and schemes that will increase transferable skills and promote sustainable community action.

The role will involve working closely with project partners, including Communities First, Swansea Council for Voluntary Service (SCVS) and Swansea Sustainability Trail sites. Part of this role is to deliver Digital Media Training as part of a partnership of Swansea organisations under the Communities 2.0 funding stream. The post is also supported by Swansea Compact and CCW.

The Sustainable Swansea project is run by Swansea Environmental Forum (SEF) and has achieved some memorable firsts such as Wales' first Green Map and the first visit of the internationally acclaimed Earth from the Air exhibition to Wales. There is also a biennial Awards scheme and an annual summer programme of activities for children aged 8-14 years.

The project's staff are managed by the Environment Centre, an environmental charity based in Swansea. The Environment Centre is a focus for environmental activity in South West Wales and was set up by SEF in 1995.

Specific duties will include:

- Initial project development: Putting in place the structure for the scheme
- Deliver Sustainable Swansea Basic ICT Training, which combines learning about local and global sustainability issues with gaining basic skills in IT and digital photography
- Develop and run a series of digital media short courses aimed at the recently unemployed, older people and social-housing tenants in Lower Super Output Areas. Work with partners to develop content for a new online channel called Swansea Telly. Sustainable Swansea is responsible for uploading photos from workshops.
- Facilitate the creation of Community-led Green Maps, which show resources within the community, raising awareness of local assets and services, reducing the need to travel, engendering pride in these communities and keeping wealth within the community
- Supporting valuable volunteer opportunities; improving skills, and employment potential of individuals and the viability of local community projects
- Maintaining and updating the online Swansea Green Map, the online Swansea Green Spaces Map, and supporting volunteers to supply photos and use the content management system to keep the map up to date.
- Set up a monitoring scheme, which will give evidence for meeting targets.
- Prepare regular reports on progress for the steering group and funders.

Other duties may include:

Support for other events, exhibitions and activities run by SEF, the Environment Centre and SEF's members.

Carrying out such other duties as required by the SEF Executive.

Some weekend and evening work will be necessary, for which time off in lieu will be given.

This job description is indicative of the range of current duties and responsibilities of the post holder. It is inevitable that duties will change to reflect organisational development, and it is essential therefore that it be regarded with a degree of flexibility so that changing needs and circumstances can be met.

PERSONAL SPECIFICATION

The successful candidate will be an experienced community worker with project development experience. An ability to enthuse, involve and communicate as well as the ability to liaise effectively with a wide range of individuals and organisations will be needed in this post.

A willingness to explore innovative approaches to the successful delivery of the project is required. The successful candidate will be able to use his or her own initiative and have a proven ability for imaginative problem solving.

Good communication skills with individuals & organisations and ideally some experience in marketing & advertising. He/she will be expected to use his/her initiative, work well with others as part of a busy team, and have an adaptable, flexible and enthusiastic approach.

Specifically:

Essential

- Experience of working with communities
- Experience of delivering training sessions
- High level of ICT knowledge including website management and digital media
- Experience of working with / managing volunteers
- Personable and able to communicate easily with organisations and individuals

Desirable

- Good knowledge and understanding of sustainability and environmental issues
- Driving licence and access to a car
- Knowledge of the Swansea Sustainability Trail
- Experience of marketing and advertising
- Experience of working in the voluntary sector
- Ability to speak Welsh

Personal Qualities

- Able to work on own initiative
- Able to work with others as part of a small team
- Environmental awareness and concern
- Flexibility and adaptability
- Enthusiastic and innovative
- Well-organised and able to meet deadlines

This post is subject to a full CRB check.