



Sustainable Swansea Abertawe Gynaliadwy

Job Description

Get Sust! Community Outreach Worker (Footprinting & Activities)

Job reference:	GSFP
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 (21 hours per week)
Contract:	Until 31 st March 2011 Initially

The post holder will be responsible for delivering the footprinting and awareness raising aspects of the Get Sust! Project.

The Community Outreach Officer (Footprinting & Activities) will work closely with the Digital Media & Mapping 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.

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:

Project development: Putting in place the structure for the scheme and setting up a steering group to involve all partners.

- Setting up, gathering and evaluating the Community Carbon Footprint Scheme, working with households, businesses, and organisations in a defined community area of Swansea.
- Delivery of up-to-date advice and information on ways and means of becoming more sustainable.
- Promote ways for individuals and families, small businesses and local organisations to save money by implementing environmentally sound changes
- Advise on setting up community initiatives such as Food Co-ops, Community Transport, Time Banking, and Bulk Ordering schemes, and helping with initiatives that protect, promote and enhance the environment and biodiversity
- Supporting valuable volunteer opportunities; improving skills, and employment potential of individuals and the viability of local community projects
- Set up a monitoring scheme, which will give evidence for meeting targets
- Prepare regular reports on progress for the steering group and funders
- Organising the Trailblazers I summer play scheme for children aged 8-14 at places on the Swansea sustainability Trail.

Other duties may include:

Support for other events, exhibitions and activities run by SEF, the Environment Centre and SEF's members including the Sustainable Swansea Awards scheme and Trailblazers II.

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 have a sound knowledge of environmental sustainability and 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 their 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 working with / managing volunteers
Strong knowledge and understanding of sustainability and environmental issues
Personable and able to communicate easily with organisations and individuals

Desirable

Driving licence and access to a car
Experience of delivering training sessions
Knowledge of the Swansea Sustainability Trail
Experience of carbon footprinting and running environmental awareness projects and events
Good level of ICT knowledge including website management
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.