# Job Description - Projects’ Co-ordinator

**Salary range:** £24,982 to £25,991 pro rata, starting at the bottom of the range)

It is an ‘occupational requirement’, as defined and permitted under the Equality Act 2010, that the successful post-holder must identify as a Disabled person. It is also a requirement of our constitution that you subscribe to the Social Model of Disability.

## Purpose of the Job

The Projects’ Co-ordinator role is a new post and its purpose is twofold:

1. To be the primary worker for our Community Climate Action project, with responsibility for delivering the Forum’s elements of this partnership project – specifically the first of four phases of the overall project programme, which are: coproduction, Community Climate Action Plan (CCAP) assessment, project development and project delivery. Phases 2-4 are dependent upon securing funding, which we are cautiously optimistic about.
2. To recruit, support and supervise volunteers and any Development Workers delivering other Forum Projects, cover for employee absences and, when required, deputise for the Forum Manager/Chief Officer.

## Key Outcomes and Activities

### Forum Projects’ Co-ordination

1. Work closely with the Forum Manager/Chief Officer (C.O.) to ensure project outcomes and impacts are achieved and continued funding secured.
2. Assist and support the amount and breadth of proactive engagement and participation by Disabled people in the work of the Forum - such as our co-production, outreach and peer support.
3. Support and supervise Project Development worker[s].
4. Recruit and manage Forum volunteers and support others to do so.
5. Undertake risk assessments for each project and its activities.
6. Lead on, and ensure the success of, our volunteer-run Disabled people’s walking group called ‘Roll and Stroll’.
7. Effectively deputise for the Forum Manager/C.O., when requested.
8. Undertake any other tasks commensurate with the role that may be required, from time to time.

### Community Climate Action Project:

1. Develop effective working relationships with Disabled people, project partners, other VCS organisations doing community development work, key Council officers, technical and other consultants and the Bristol Green Capital Partnership(BGCP).
2. Work with Disabled people to co-design a Climate Action Plan for the city.
3. Ensure the proactive participation and engagement of Disabled people in the CCA project. This will include seeking and engaging a representative sample of Disabled people to have conversations or practical activities related to our Community Climate Action project.
4. Build on existing contacts of the Project Partners and develop new creative ways of reaching potential participants who do not engage with these Partners nor any other relevant groups.
5. Develop the Community Climate Action Plan(CCAP) and secure community support / adoption.
6. Provide and deliver the events, activities and communications necessary to enable Disabled people to develop their CCA plan.
7. Work with all partners and parties to achieve a positive and mutually reinforcing relationship between these needs, climate change technical expertise and emerging data, to determine opportunities for action.
8. Input to the continued co-design activities of our Partners’, especially regarding disability equality and human rights.
9. Monitor and Evaluate outcomes and outputs.
10. Work with the Centre for Sustainable Energy (CSE) to support their collation and presentation of any and all relevant data, monitoring and evaluation measures to demonstrate impact, CCA plan implementation, and project delivery.
11. Work with the Forum Manager and BGCP on reporting to the National Lottery, as required.

A more detailed job description will be available to the successful candidate, outlining a more extensive range of activities and responsibilities, required of this role.

Closing date: **10am on** **30th December 2020.**

Interviews: between 6th and 11th January 2021 (to be confirmed).