

WE'RE HIRING: Glencoyne Square Project Coordinator

JOIN OUR WORK TO SUPPORT COMMUNITIES TO THRIVE

Do you care about the quality design of our cities? Are you interested in safe, sustainable neighbourhoods where local communities have real control? Are you starting out in a career in urban design, architecture, or the community sector?

Come and help us to drive forward Glencoyne Square, our community-led housing project comprising 187 homes, new community space and public realm. You will provide a range of executive support functions to the project team and Senior Leadership team, alongside leading on communications and engagement to make sure the local community are fully informed and have the opportunity to influence the detailed design of spaces and facilities.

You will bring excellent IT and organisational skills, a real sense of diligence, ability to manage a budget and other finances, confidence in organising community events and engagement, and an interest or qualification in place making.

We would love you to join our expanding organisation where we take our staff's welfare and wellbeing seriously and strive to be a leader in fair working culture. Like many organisations in our sector, our staff team is under-represented by people from minoritised backgrounds. We are actively addressing this, and we strongly encourage applications from people from minoritised backgrounds.

Location: Based at Greenway Centre, Southmead, Bristol, BS10

Project length: 2 years fixed term with possible extension

Salary: £23,000 - £27,000 (subject to pay award in April 2024)

Hours: Flexible 5 days per week, or part-time considered

Holiday & benefits: 33 days annual leave pro rata (inclusive of Bank Holidays), occupational pension, free membership to Greenway Gym and classes.

How to apply: Describing how you fit the **Person Specification**, please email a cover letter and your CV to: amykinnear@southmead.org

Deadline: 09:00am Thursday 4th January 2024, with interviews the following week.

Contact: To arrange a chat call Amy Kinnear, tel: 0117 950 3335

ROLES & RESPONSIBILITIES

1. Champion the three strategic objectives of the Glencoyne Square Project: regenerating the centre of Southmead; providing appropriate housing led by the local community; diversifying income streams for the Southmead Development Trust.
2. Provide support and coordination to the project team (CEO, Housing and Development Consultant, Operations Manager and consultants or advisers) to develop and deliver the overall project plan on time and to budget.
3. Produce regular papers for project meetings (Trustees and Sub-group), track agreed actions, and manage the project risk register.
4. Act as the first point of contact for the project, responding to enquiries from funders, members of the community, staff, and Trustees.
5. Ensure that grant funders' requirements are met, funders are regularly briefed, funding reports are written, and that funds are managed effectively and efficiently.

6. Monitor individual budgets and the overall project spend and prepare returns to funders including submitting financial verification.
7. Manage the overall project plan, files and documents ensuring that everything is up to date, accurate and accessible.
8. Coordinate community engagement and consultation to develop the place making elements including detailed design of the open space, public realm, common areas and public art, working with specialist consultants and the wider Trust team.
9. Work with the CEO and Operations Manager to develop the plans and operational model of the new ground floor community hubs, including building the financial models, agreements with partners or tenants and detailed design and fit out specifications.
10. Lead on regular community communication regarding the project (supported by the Trust Communications Team), to ensure residents and stakeholders are regularly informed of the progress of the scheme, and to foster a genuine sense of community ownership including regularly updating the website and drafting blogs and newsfeeds.
11. Organise public meetings to share progress on the project and gather feedback.
12. Organise governance structures for projects including Trustee subgroup meetings and project meetings.
13. Keep accurate records of all decisions including taking notes and action logs of meetings as required.
14. Coordinate the process of new appointments of consultants or development partners to the project team, keeping accurate records of all decisions and appointments and associated paperwork and due diligence checks etc.
15. Support the drafting and review of all agreements, partnership agreements or other documents related to the project.
16. Attend monthly BS10 Parks and Planning meetings and other stakeholder meetings as appropriate.
17. Work with the CEO and Housing and Development Consultant to identify, pursue and secure sources of funding for the project including grants and loans.
18. Provide other administrative and project support to the Chief Executive as required.
19. Any other reasonable duties as and when required.

General Duties

- To comply with all Southmead Development Trust's policies and procedures.
- Ensure work carried out accords with current legislation and/or regulations.
- To maintain a professional attitude and conduct at all times.
- Undertake any training needed to fulfil the role.
- To attend meetings and events to promote Southmead.
- Have a flexible approach to working which will include occasional evenings and weekends.

ESSENTIAL

Experience

- Working on projects and using a variety of different project management tools and techniques.
- Working creatively to deliver innovative, ambitious, or complex ideas.
- Excellent financial competency.
- Applying rigor and attention to detail in the drafting, formatting, and checking of complex documents and agreements.
- Coordinating, motivating, and developing multi-stakeholder teams.
- Producing communication materials or content for external audiences.
- Organising and delivering events or community consultations.
- Ability to use well developed communication skills to present information in an understandable way, to a range of audiences and stakeholders.
- Community work or volunteering.

Specific Skills/Knowledge

- Excellent IT skills.
- Understanding of principles of working with communities to create good quality, sustainable places and spaces.
- Outstanding communication skills.
- An understanding and commitment to equalities.
- Ability to deal with high levels of work-related pressure and use different time management techniques.

Attitude

- Passionate about communities and community-led initiatives.
- Passionate about social justice and tackling inequality in Bristol.
- Willingness and ability to work outside normal office hours.
- Ability to work independently and proactively.
- Ability to work as part of a team as well as lead a team.
- Personal drive for excellence in all things.

DESIRABLE

- Relevant degree or equivalent.
- Experience of place making, and working on the design of good quality, sustainable, places and spaces.
- An understanding of the development process and the delivery of capital schemes.
- Experience of developing business cases for new buildings, spaces, or services.
- Knowledge of Southmead and the issues facing residents.
- Awareness of the factors that affect the health and well-being of communities.