



**ELIZABETH  
HOUSE**

Highbury Vale Blackstock Trust

# Recruitment Pack

# Community Development Coordinator

**April 2024**

**Elizabeth House Community Centre**

2 Hurlock Street, London N5 1ED

## Welcome!

Thank you for your interest in working with us at Elizabeth House Community Centre. This pack will give you the information you need to consider the role including background information about the charity, the role, the skills we are looking for, and how to apply.

This versatile role is ideal for anyone willing to make a positive impact on people's lives and contribute to the local community. The Community Coordinator will be supported by an enthusiastic and dynamic team to make sure these activities are a success and there will be opportunities for professional development.

Appointment is subject to an enhanced DBS disclosure and our safe recruitment process.

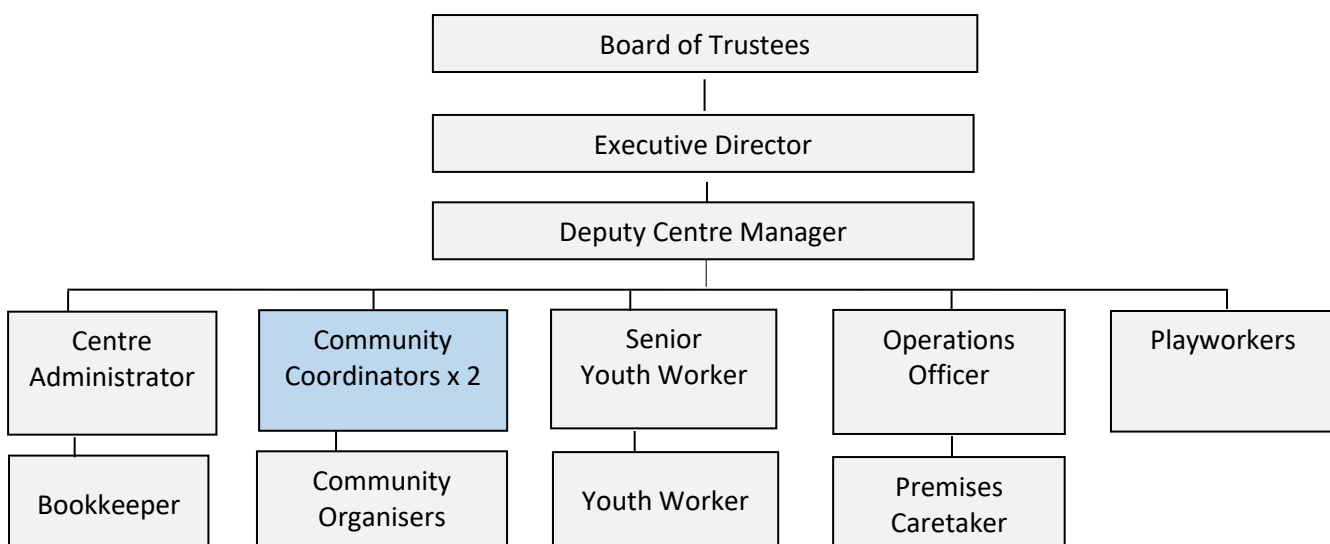
## Introduction to Elizabeth House and Highbury Vale Blackstock Trust

Highbury Vale Blackstock Trust (HVBT) is a registered Charity, founded in 1993, that oversees the Elizabeth House Community Centre. Our vision is to improve the quality of life for everyone in the local community, working flexibly to provide services and support available to all. Our aim is to contribute towards building a stronger and more resilient local community by providing a safe space, relevant activities, support and engagement. Our priority is to respond to the needs of the local community, especially people with high needs or those who are underserved.

For more information on Elizabeth House and the charity, visit [www.elizabeth-house.org.uk](http://www.elizabeth-house.org.uk).

## Facts and figures

We have a strong team of community-minded staff, led by the Executive Director and supported by incredible volunteers.



Funding comes from a range of sources, including Islington Council, charitable trusts and foundations, and earned income from room hire and charging for services such as our childcare provisions. This new post of Community Development Co-ordinator for the Nature Connections Project will be line managed by the Director and sit within the Community team.

## Introduction to the Nature Connections Project

We are looking for a Community Development Co-ordinator to take the lead on our new Nature Connections Project on Highbury Quadrant Estate (HQE). This is a new post to bring expertise and support the team at Elizabeth House to deliver community development and connectivity across neighbourhoods. They will lead the strategy and activities ensuring the continued success of the Nature Gardens and all other greening activities on HQE and in the neighbourhood, working in partnership with residents, Islington Council, Elizabeth House's community and children and young people teams, as well as other key partners. With this new post, our aim is to create a wider 'movement' of local people and organisations involved in 'nature connections' such as food growing, wildlife nature gardening, greening estate activities, composting and food waste recycling, actions to combat climate change, activities to facilitate environmental learning and knowledge sharing, and access to nature opportunities for adults, children, young people and their families.

The Project is funded for 2 years – April 2024 to March 2026 through the Council's Community Investment Levy, allocated by Ward Councillors. The project has come about due to the successful delivery of the HQE Nature Gardens (a 4-year partnership project between Elizabeth House, Octopus Community Network, the Council and estate residents).

The HQE Nature Gardens are now well established and thriving as green spaces on the estate, with an active Garden Group Membership and an effective Project Management Team. Elizabeth House has an emerging partnership with the Tenants and Residents Association (TRA). Together, we seek to become a wider resource for both the estate and the wider community by developing and delivering a broader programme of green health and wellbeing nature connections through community social engagement activities. The Nature Gardens will be used as a 'hub' to activate community aspiration and bring people together, through active participation across their neighbourhood with health and wellbeing net gain for both individuals and the wider community.

The Nature Connections project aims to deliver the following.

- Programme of social engagement activities; connecting the community with nature, environmental and health and wellbeing themes, through developing partnership delivery models between the TRA, Elizabeth House and other community organisations; linking the use of Birchmore Hall and the Nature Gardens with Elizabeth House Community Centre to benefit estate residents and the wider community.
- Nature connections and environmental social activities for children and families, young people and older people, especially people who are isolated.
- Weekly nature community gardening and food growing activities in the Nature Gardens and supporting the membership group to grow and deliver all aspects of the annual development and maintenance plan.
- Additional estate greening development, including advice, guidance, support, design and implementation of funded activity and active support for new potential garden developments on the estate.
- On-going project management for all project activities.
- Increasing capacity for existing and new delivery through income generation and annual fundraising targets.

## Community Coordinator

## Job Description

**Job title:** Community Development Co-ordinator

**Hours:** 17 hours per week (flexible working days)

**Salary:** £35,000 - £37,000 per annum (FTE)

**Contract:** Fixed term contract for 2 years (April 2024 to March 2026 - to be extended subject to funding)

**Reporting to:** Chief Executive Officer

**Line management responsibility for:** Nature Connection Volunteers

**Based:** Elizabeth House, Highbury Quadrant Estate and across Highbury Ward

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### Job Summary

The Community Development Coordinator role will bring their expertise and support to the Community Team at Elizabeth House while taking the lead on our new Nature Connections Project.

The role will plan and deliver community development activities that connect local communities across neighbourhoods, through a broad programme of 'green health and wellbeing nature connections and community-based social engagement activities. The Nature Gardens on HQE will be used as a 'hub' to activate community aspiration in bringing people together.

A key function of the Community Development Coordinator role is to seek and secure on-going project funding to sustain the activities and infrastructure of the project, with the support of the core team at Elizabeth House, as well as to recruit and train local people to become active members of the Nature Gardens, playing a key role in sustaining green spaces on the estate.

**Main Duties and Responsibilities:** to create a wider 'movement' of local people, engaging with more estate residents to engage with access to nature activities.

### Outreach and project delivery

- ☆ Help alleviate social isolation and provide opportunities for local people to connect with and care for nature on their doorsteps, by developing estate-wide greening activities; including food growing, wildlife and environmental learning, composting and food waste recycling in the Nature Gardens.
- ☆ Develop and lead on a rich programme of access to nature opportunities prioritising children, young people, older and vulnerable residents (working with the Tenants and Residents Association and other community organisations), with the view to improve wellbeing of residents participating in activities and reduce social isolation.
- ☆ Work with the Community Team to design and implement outreach and engagement activities that will lead to successful outcomes for the project through an approach that promotes equity, inclusion,

and diversity. Reach most households on HQE through door-knocking, community organising, outreach and community events, to promote the project and engage new residents in accessing and benefiting from the facilities on the estate and surrounding area.

- ☆ Empower residents to lead activities, and/or participate in nature / environmental activities. Ensure all our work provides a welcoming and safe environment for participants to take part in a range of activities.
- ☆ Increase membership of the Nature Gardens, as well as participation and number of volunteers.
- ☆ Contribute to Islington's Bio-Diversity Action Plan (2020 to 2025), and to align with, and contribute to, Islington Council's corporate priorities for protecting and enhancing the environment, which goes hand in hand with improving the lives of residents and reducing environmental inequality.

### **Project management, evaluation and fundraising**

- ☆ Ensure that effective project management practices are embedded in own work practice so as to ensure that high quality reports are submitted to funders and partners, demonstrating the outcomes and impacts of the project.
- ☆ Take responsibility for defined aspects of monitoring, evaluation, and reporting aligning this to project and funder aims, objectives and outcomes.
- ☆ Use the findings of monitoring and evaluation to inform practice and continuous improvement, to report to funders, and to celebrate achievements.
- ☆ Gather and process information and data in compliance with Elizabeth House GDPR and data management policies.
- ☆ Work collaboratively with the Director, other team members and key stakeholders to identify, prepare and submit high-quality funding applications to ensure the longer-term sustainability of the project and new additional funding is secured to expand our access to nature work.

### **Other Duties**

- ☆ Support the mission and objectives of HVBT through a high quality and effective team within a sector and environment that is often complex and changing.
- ☆ Know and understand HVBT policies and procedures, and ensure staff, volunteers and services adhere to them.
- ☆ Pro-actively engage in ensuring that all workplace environments comply with the requirements of Elizabeth House Safeguarding and Health and Safety policies. Embed a culture of safeguarding as well as diversity, equity and inclusion in all aspects of your work.
- ☆ Provide a welcoming and safe environment for participants to take part in a range of activities.
- ☆ Attend meetings as instructed by the Director to discuss and assess the progress of the projects.

- ☆ Contribute to administrative tasks as directed by the Administrator/Director, such as registering participants, ordering supplies, using database, etc.
- ☆ Undertake all required training along with any identified personal development needs, plus any additional organisational tasks as are reasonably requested and within the general scope of the role.

## Person Specification

### Experience

- Proven experience in building effective relationships and partnerships through collaborative community-led approaches and working with people from diverse backgrounds; genuinely supporting communities and individuals in identifying and reaching their aspirations.
- Experience in fundraising and coordinating funding streams, including managing budgets, monitoring and evaluation, including designing surveys, drafting case studies and recording evidenced based outcomes and data.
- Experience of and ability to work well independently and collaboratively as part of a team; with line management experience in supporting teams and volunteers. Actively participate as an effective team member, taking the initiative to support colleagues when needed.
- Experience of working with multiple diverse stakeholders, to devise and implement programmes of inclusive, flexible and ethical greening and well-being activities, in line with community aspirations.

### Knowledge

- NVQ level 3 or above/or equivalent in horticulture/nature gardening with significant practical knowledge to a high-level and standard for community urban greening and growing so as to be able to lead, train and motivate others in 'green' activism.
- Knowledge of and understanding of issues and general procedures around Safeguarding, along with the ability to implement safe working practices for all.
- Knowledge of and understanding of issues and general procedures around Diversity, Inclusion and Equal Opportunities, along with the ability to implement inclusive practices for all.
- Ability to demonstrate practical knowledge of the management and oversight of gardening and growing tasks within the public realm to ensure compliance, risk assessment and health and safety of self and others at all times.

### Skills

- Good organisational and administration skills, including the ability to timely manage a wide-ranging workload; ensuring tasks are monitored and data managed in line with GDPR.
- Strong interpersonal and communication skills - both written and verbal for large and small groups, including report-writing skills for funders and partners, along with skills in communicating effectively with people of all ages and levels, and from diverse communities to ensure effective engagement and participation.

- Ability to deliver gardening/growing based workshops and impart skills and knowledge so that people can learn new skills and obtain new knowledge.
- Ability to be flexible and responsive to emerging situations and opportunities and to take the initiative, be enterprising, seek new opportunities and find solutions, is essential.

### **Additional Requirements**

- Understanding and commitment to working within the mission and values of Elizabeth House Community Centre / Highbury Vale Blackstock Trust and able to maintain compliance and organisational ethical integrity at all times.
- Experienced in understanding the impact of own decisions and actions on others and being receptive to change.
- People-oriented, honest, reliable and flexible.

### **What we offer**

- Ongoing group and 1:1 support, as well as formal training relevant to the role (including safeguarding, asset-based community development, community organising and first aid)
- 25 days annual leave (pro rata), plus bank holidays
- Flexible working options
- Employee Assistance Programme
- Free childcare (after school and holidays) to enable you to work as Community Coordinator
- A friendly, welcoming and supportive team
- Opportunities for further development and training

### **HOW TO APPLY**

Email a CV and cover letter highlighting how you meet the person specification to [administrator@elizabeth-house.org.uk](mailto:administrator@elizabeth-house.org.uk). We accept cover letters in a range of formats, including written, audio and video recording. We ask that the cover letter in the written form is no longer than 2 sides of A4 or an audio or video recording of no longer than 3 minutes.

We endeavour to make this application process as accessible as possible, if you have any questions or requests that will support your application, please contact [administrator@elizabeth-house.org.uk](mailto:administrator@elizabeth-house.org.uk).

**Closing date for applications:** 10 am, Wednesday 24<sup>th</sup> of April 2024. However, we are looking to recruit as soon as possible and will consider applications as we receive them and organise interviews with shortlisted candidates. Therefore, we encourage anyone interested in this role to apply promptly.

If you have any questions about the role please contact Nathalie Renaud, Elizabeth House's Director on [director@elizabeth-house.org.uk](mailto:director@elizabeth-house.org.uk).

### **Terms and Conditions of Employment for Community Development Coordinator**

The remuneration for this post is between £35,000 and £37,000 per annum pro rata, depending on experience.

### **Hours and Annual leave**

The post is offered as a 2-year fixed term contract, subject to extension providing funding is secured.

The contracted hours are 17 hours per week. Hours are flexible but will include weekend (Saturday) hours.

25 days annual leave (pro rata), plus bank holidays.

### **Place of work**

The post will be based in the community, on Highbury Quadrant estate and at Elizabeth House Community Centre, 2 Hurlock Street, London N5 1ED.

Hybrid working is possible.

### **Pre-employment checks and proof of identification**

After interview we will take up at least two professional references. The post is subject to an enhanced DBS check.

In order to verify the right to work in the UK, HVBT is required to confirm the identity of any potential employees. For this reason, we will seek documentation as evidence of identity and right to work. Please note that any information supplied will be treated in confidence and in accordance with the Data Protection Act.

Elizabeth House operates in some of the most diverse boroughs of London. We are working towards a goal where our team fully reflects that diversity and difference in lived experiences. 40% of our team and Board of Trustees are from ethnic minority backgrounds.

We are fully committed to running a recruitment process that underlines our commitment to racial justice and wider inclusion and diversity. We want Elizabeth House to be a place where our individual differences and contributions are truly recognised and valued. We want to support people with disabilities and are fully committed to make any reasonable adjustments so that everyone can apply to this role. We are serious about working with the right candidate to make any role work for them.

The information you provide will be used solely in the recruitment process and will be retained for six months from the date on which you are informed whether you have been invited to interview, or six months from the date of interview. Such information may include details relating to ethnic monitoring and disability: these will be used solely for internal monitoring and will not be disclosed to any third party.



**Equal Opportunities Monitoring Form**

We are committed to equal opportunities in our recruitment process and in order to find out how well we are doing with this we need to collect monitoring data. This monitoring form is voluntary but the information we collect here is very useful to us as it helps us to make sure that we are an inclusive employer and to find out if our workforce is diverse. The information you supply on this form will be kept confidentially. The monitoring form is not sent to the recruiting panel and has no part in the shortlisting process.

**How did you find out about this post?**

- Elizabeth House website
- Job Centre (please state):
- Local networks (please state):
- Social media (please state):
- Other (please state):

**Your ethnic origin**

These categories are based on the Census 2011 categories and recommended by the Commission for Racial Equality.

**Asian, Asian British, Asian English, Asian Scottish, or Asian Welsh**

- Asian / Asian British
- Bangladeshi
- Chinese
- Indian
- Pakistani
- Other Asian background (specify if you wish):

**White**

- British
- English
- Gypsy or Irish Traveller
- Irish
- Scottish
- Welsh
- Other White background (specify if you wish):

**Black, Black British, Black English, Black Scottish, or Black Welsh**

- African
- Caribbean
- Other Black background (specify if you wish):

**Mixed**

- White and Asian
- White and Black African
- White and Black Caribbean
- White and Chinese
- Other mixed background (specify if you wish):

**Other ethnic group**

- Arab
- Other ethnic group (specify if you wish):

**Prefer not to say**

**Your gender**

- Female
- Male
- Non-Binary
- Other (specify if you wish):
- Prefer not to say

**Your age**

Date of Birth:

- 16 - 24
- 25 - 34
- 35 - 44
- 45 - 54
- 55 - 64
- 65+
- Prefer not to say

**Your sexual orientation**

- Bisexual
- Gay man

- Lesbian
- Heterosexual/straight
- Other (specify if you wish):
- Prefer not to say

**Marriage and civil partnership**

- Single
- Married/in a registered same-sex civil partnership
- Separated, but still legally married/in a registered same-sex civil partnership
- Divorced/formerly in a same-sex civil partnership which is now legally dissolved
- Widowed/Surviving partner from a same-sex civil partnership
- Prefer not to say

**Your religion or belief**

- |  |   |
|--|---|
| <input type="checkbox"/> No religion   | <input type="checkbox"/> Jewish                       |
| <input type="checkbox"/> Buddhist  | <input type="checkbox"/> Muslim                       |
| <input type="checkbox"/> Christian (including Church of England, Catholic, Protestant and all other Christian denominations) | <input type="checkbox"/> Sikh                         |
| <input type="checkbox"/> Hindu   | <input type="checkbox"/> Other (specify if you wish): |
|  | <input type="checkbox"/> Prefer not to say            |

**Your experience of mental health problems**

Would you describe yourself as someone who is experiencing or has experienced mental health problems?

- Yes.
- No
- Prefer not to say

**Disability**

The Equality Act 2010 defines a disabled person as someone who has a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities.

Do you consider yourself to be disabled?

- Yes.
- Please specify:
- No
  - Prefer not to say

Please return this form along with your application form to [administrator@elizabeth-house.org.uk](mailto:administrator@elizabeth-house.org.uk).