



PARKVIEW AND CRANBROOK CLIMATE TASKFORCE (PACCT) CO-ORDINATOR

Salary: £30,000 pro rata

Contract: Permanent part-time post for 4 days (28 hours) per week, options to job-share if you are only available for 1-3 days (7-21 hours) per week. 3-month probationary period.

Location: Working from home to start, with options to work at Wen's office in Shoreditch, or at a possible PACCT-specific place at a later date. Support will be provided for remote/home working if you need it.

Reporting to: Just FACT Programme Manager

To apply: Please complete the PACCT application form and Wen equal opportunities form and send to PACCTE2@gmail.com.

Deadline: 9am Monday 1st February 2021

Interviews: Online in the week starting Monday 15th February 2021

About the role

This role is an exciting opportunity for anyone who would like to help make the area round Cranbrook and Parkview a more supportive and connected place to live, and who cares about tackling climate change.

As one of the PACCT co-ordinators you will help residents of Parkview and Cranbrook Estates in Bethnal Green to learn about, explore and take climate action together, forming a new community climate action group – the Parkview and Cranbrook Climate Taskforce.

You should be organised, pro-active, have some experience working in or with community groups and be able to collaborate effectively in a small team.

Ideally we want to recruit residents from the estates or the immediate area, but will consider applications from people living further away if you are already connected to either estate or can demonstrate exceptional suitability.

It is important that the team of PACCT co-ordinators reflects the diversity of residents on our estates. We particularly encourage applications from Black and Asian people, LGBTQIA+, Disabled people, people from working class backgrounds and anyone from other marginalised groups or backgrounds.

You must confirm in your application that you have the right to work in the UK.

About PACCT (Parkview and Cranbrook Climate Taskforce)

The idea for a new community-led climate action group on Parkview and Cranbrook was developed by residents who noticed their neighbours were becoming more worried about climate change, but had no space to talk about and work together on local solutions.

Knowing the difficulties of starting a new community group just using volunteer time, they applied for funding from the National Lottery Community Fund to pay a team of co-ordinators to engage people with the group and run events where the group can meet, learn together and share ideas.

The funding was obtained by joining a partnership of community organisations in a borough-wide project called **Just FACT - a Just Food and Climate Transition**. This five-year project will focus on reducing the environmental impacts of our local food system and designing genuinely community-led alternatives.

PACCT will be one of three Community Hubs in the project, where the community will devise and test solutions together. As an independent community group, PACCT activities will be decided by residents who attend the events, and may include climate projects relating to energy, transport, waste, and the natural world as well as directly to food.

The Women's Environmental Network (Wen) are the lead partner in the Just FACT project. As PACCT is not an incorporated company or charity, the co-ordinators will be employed via Wen. Wen works both in East London and nationally to support women and their communities to take environmental action. Wen strives to take an inclusive, feminist approach to everything we do.

For more information about PACCT see <https://www.wen.org.uk/2020/11/10/pacct-communities-taking-climate-action/>

For more information about Just FACT see <https://www.wen.org.uk/2020/08/11/justfact/>

Job description

Main Purpose

To help residents in the Parkview and Cranbrook Estates and immediate area to act together to reduce their carbon footprints, empowering them to create and run their own long-term projects and activities that provide solutions to environmental issues.

This will be achieved by building connections with and between residents, and running an extensive programme of community events (online or in person when safe) where residents can meet, learn together, share ideas and develop projects together.

Main duties and responsibilities

All co-ordinators are expected to work closely together as a team to:

Build local connections

- Listen to a wide range of residents in one-to-one conversations, and bring people together round shared interests. You can read more about the approach we will be using here: <https://www.corganisers.org.uk/what-is-community-organising/> All co-ordinators will be given free training, so you do not need experience to apply.
- Keep records that help the team to identify common interests, make connections, and plan events in response to community needs.
- Engage residents with the PACCT group, events, and emerging projects.
- Explore ways to reach and involve a diverse range of local people.
- Provide regular updates for PACCT website, emails, newsletters and social media.
- Liaise with PACCT's key partners (Cranbrook Tenants' and Residents' Association, Parkview Tenants' Association, Tower Hamlets Homes).

Co-create and run community events

- Create an inclusive, welcoming, creative space for residents to meet, learn together, share ideas, support each other in making climate-friendly changes at home, and develop community climate projects together.
- Design events that build residents' knowledge, skills, confidence, and connections, enabling the community to launch their own projects that are independent and sustainable for the long-term.
- Identify any barriers to engagement and find ways to increase accessibility.

Take an active part in Wen and wider Just FACT activities

- As an employee of Wen you are expected to take part in organisational decisions and working groups.
- As a Just FACT partner, you are expected to deliver and report on PACCT in line with agreements, and take part in the overall Just FACT evaluation and other activities.
- Be open to taking on other tasks related to the role or the wider organisation. This job description is an outline only and will be regularly reviewed and amended.

"Pick and Mix" responsibilities

After recruitment, the co-ordinators will divide these tasks between them depending on skills, interests, and working days. Please state clearly in your application which areas you are willing to lead on (if you have relevant experience), or contribute to (if you are interested in the area but do not yet have the confidence to lead it).

- **Organising one-to-ones:** Reach out to residents and schedule the one-to-one conversations, organising any extra support such as accessibility or translators.
- **Co-ordinating online communications:** Oversee PACCT's digital communications, social media and mailing lists, finding innovative ways to engage with the local community online, such as video and crowd-sourced content.
- **Designing publicity:** Design and produce printed materials such as monthly newsletters, flyers and posters for PACCT events.
- **Managing volunteers:** Inspire residents to volunteer for projects emerging from the group, and maintain appropriate records, policies and supervision procedures.
- **Monitoring and evaluation:** Measure the impact of PACCT activities against stated aims, using tools developed with the Just FACT Programme Evaluator.
- **Just FACT liaison:** Work alongside the Just FACT Programme Mobiliser to identify ways they can support and amplify PACCT's work. Attend partnership meetings.
- **Managing budgets:** Be responsible for the overall PACCT budget and identifying additional funding opportunities.
- **Building strategic relationships:** Represent PACCT/ Just FACT at external events, sharing learnings with local groups, housing associations and networks interested in replicating the work.

Person Specification

A university degree is not required, and we are interested in any relevant experience whether paid or unpaid. Above all we are looking for someone who shares the project values and who has the transferable skills to work in a small team and in a community setting. We aim to provide training and mentorship to enable anyone with the right leaning and passion to develop on-the-job. If you are unsure that you meet the essential requirements and would like to discuss it further, get in touch. You must have the right to work in the UK.

Essential

Values

- Interest in environmental sustainability and the aims of Just FACT
- Commitment to equal opportunities, diversity and inclusion
- Commitment to lifelong learning, developing self-awareness and self-growth
- Belief in the power of collaboration, co-operation and community participation
- Curiosity, joy and love for the natural world, an excitement to reimagine our place in it

Knowledge

- Knowledge of Cranbrook and/or Parkview and the local area
- Awareness of climate issues and some experience of taking actions or making climate-friendly changes at home, work or in community

Skills

- Excellent listening skills; a clear communicator both in writing and conversation
- Ability to communicate effectively with people from a range of backgrounds
- Ability to inspire, encourage and motivate people, and develop the potential of others
- Highly organised, self-motivated, adaptable, able to work independently and responsibly in an unstructured environment
- Ability to work as part of a small team; to be transparent and accountable, share information clearly, meet deadlines and deal calmly with competing priorities
- Ability to use Word, Excel, email and mailchimp (or a willingness to be trained)
- Ability to use social media as a communication, promotion and relationship-building tool (or a willingness to be trained)

Experience (this may include voluntary community activities or paid work)

- Experience working in or with community groups
- Experience of organising and promoting community events
- Experience in any “Pick and Mix” area you would like to lead

Desirable

- Experience in any “Pick and Mix” area
- Experience of setting up a new project or shaping an existing one
- Experience in community projects relating to food or the environment
- Experience of designing and delivering workshops, and producing supporting materials (e.g. handouts, lesson plans, how-to videos)
- Understanding of the challenges and benefits of bringing together and working with different types of organisations, community groups and local volunteers
- Knowledge of health and safety, risk assessment, and legal privacy requirements
- Ability to speak Bengali, Sylheti, Somali or other language widely spoken by residents