



# Climate Action Network West Midlands

## Invitation to apply to provide Contract Project Coordinator services

### Background

CANWM is an unincorporated association run by volunteers. Our primary aim is to inform and engage individuals and communities to take action on the Climate Emergency. The National Lottery (TNL) has just awarded a grant for a project to expand our network and reach more communities. Part of that grant will pay for a part-time freelance project coordinator. The work will be paid for on a sessional basis, on submission of invoices, time sheets and, where applicable, progress reports.

### Application Process

Please submit your CV and a brief covering letter setting out how you meet the requirements of the project coordinator role. You may also submit your standard terms of business / service contract if you wish. Send your application to [canwestm@gmail.com](mailto:canwestm@gmail.com) by the closing date of 26<sup>th</sup> July 2019. Interviews for the role will be held week beginning 5<sup>th</sup> August.

### Personal Requirements

We are looking for someone who is committed to working with others to help, influence, inform and organise on a daily basis matters relating to the Climate Emergency. You need to be self-motivated and very organised with great time management skills and a creative approach to prioritising competing demands. You must be willing to uphold the ethical ethos, aims and values of Climate Action Network West Midlands, as set out in our constitution.

You need to be available to start immediately, or as early as possible. To avoid delay you will need to have an existing DBS check (Disclosure and Barring Service), or be willing to apply for one to start the post.

### Duties and Responsibilities:

- Develop, share and coordinate climate action resources across schools and associated partners
- Network and liaise with people in the existing climate action network and work towards extending the network
- Support the setting up of a local film festival (possibly in October using the Custard Factory in Digbeth as a venue, or buddy up with Flatpack 2020 in April/May)
- Assist with planning the eco festival held at the Midland Arts Centre, Birmingham in September 2019 in conjunction with the MAC and members of the CANWM steering committee and facilitate seminars at the event
- Help organise the CANWM Further, Faster, Together Conference at the end of project in 2020, bringing together local and regional climate action networks
- Manage CANWM social media accounts for twitter and facebook on a day-to-day basis
- Keep a record of all contacts and discussions to prepare for handover at the end of the contract
- Event management including booking venues, advertising, setting up Eventbrite listings
- Implement monitoring and evaluation systems for the project
- Escalate queries / concerns promptly to a member of the CANWM Steering Group

### **Contracted Hours of Work**

Nominally, two days per week (12 hours per week) over six months from the agreed starting date. However, CANWM are very flexible about how this time is used – for example which days of the week, daytime / evening working, adjustment of hours per week to fit workload or the contractors other commitments. Time sheets and brief activity reports will be required weekly.

### **Fees**

- You will be paid £20 per hour for a nominal 12 hours per week for 26 weeks. Total contract value £6240 including VAT, if applicable
- Invoices should be submitted monthly in arrears
- Payment will be made via BACS within 28 days from receipt of an invoice
- Reasonable travel expenses at public sector rates and reasonable project-related expenses will be paid if receipts are included with each monthly invoice.

### **Taxation and Insurance**

The Project Coordinator will be responsible for their own tax, NI, public liability insurance and pension contributions as a self employed person (or other legal trading entity, e.g. Limited Company).

### **Equal opportunities and Social Justice**

We are committed to achieving equal opportunities in the way we work with communities and throughout our practice. We expect all our volunteers and contractual workers/organisations to understand and promote this approach in their work.

### **Health and Safety**

All contractual staff have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety.

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## Person Specification

<b>Essential</b>
Experience of working to agreed deadlines and producing required outputs
Commitment to and comprehensive understanding of inclusion as central to practice
Experience of working with diverse communities
Sound understanding of the current challenges being faced with regards to Climate Emergency (Locally – West Midlands, Nationally, Globally)
Some knowledge of the groups, organisations, and businesses active in seeking solutions to climate breakdown
Openness and flexibility – availability for weekend and evening working on a planned basis
Ability to manage own workload
Ability to think and plan creatively
Ability to support planning delivery & evaluation of projects and events
Ability to observe, listen & respond sensitively
Ability to support and ensure skill sharing & cooperative work
Experience of marketing and the use of social impact tools
Ability to communicate effectively with a range of partners, individuals and groups using various platforms and channels
IT skills for using MS-Word, Excel, social media apps, online forums, website
Understanding of issues of confidentiality and knowledge of General Data Protection Regulations 2018
Ability to liaise with and resolve issues with working partners
Loyalty to standards and reputation of the project and CANWM

<b>Desirable</b>
Experience of delivering a project to time and budget
Experience of working with schools, especially secondary age (11-18 years old)

## References

References will be requested on successful completion of the interview

