



## Community Engagement Coordinator

Granby 4 Streets Community Land Trust are looking to recruit a new role of Community Engagement Coordinator to instigate new communications with our residents and members, and engage them in participatory community events.

**Contract:** Part time (15 hours per week) for 37 weeks, commencing April 2019

**Salary:** £22,457 pro rata

**Location of post:** Flexible, but most work expected to take place at CLT offices at 142 Granby Street and Granby Winter Garden at 37-39 Cairns Street L8 2UW

**Closing date for applications:** Friday 22 March 5pm

**Interview date:** From Wednesday 27 March

We are an equal opportunity employer and value diversity in our organisation. We do not discriminate on the basis of race, religion, national origin, gender, sexual orientation, age, marital status, income or disability status. We actively encourage applications from anyone who identifies as coming from a marginalised background, and/or with lived experience as black, asian or minority ethnic.

### Context of the Role

**Granby 4 Streets Community Land Trust (CLT)** was established in 2011 by local residents and grew out of their decades-long campaign to oppose the demolition of their neighbourhood. It was set up to preserve and revitalise their neighbourhood by acquiring community-owned assets to create affordable housing in a green, sociable, friendly environment. The CLT seeks to establish sustainable enterprise and community development initiatives in a thriving multi-racial and multi-cultural community. Its main achievements so far include: refurbishing 11 houses; Granby Winter Garden - 2 derelict terraced houses are a community meeting & creative space; Granby Street Market – attracting 60 stalls monthly, visitors city-wide.

The CLT is currently run entirely by volunteers. Members of the community lead at every level of this project, from development to delivery, including at Board level, e.g. volunteers fundraise, manage the capital refurbishment programmes and all aspects of running the market. They are

currently looking to recruit a new post: **Community Engagement Coordinator** who can work alongside the volunteers to aid communications to local residents and to create new participatory events for the Granby community.

## **Duties and Responsibilities**

Tasks will include:

- organising large scale monthly information and engagement events – based around a particular issue or theme, combined with a communal meal.
- coordinating monthly small-scale, interactive workshops in the Winter Garden and booking workshop leaders for a mix of creative and practical hands-on skills training, such as creative writing, photography & film-making, local history or informal language learning.
- creating a monthly e-newsletters to all contacts
- updating the CLT's social media
- create a pilot of a community Newspaper, "Granby Unlimited".

## **Special Conditions**

The post holder may be required to work evenings and weekends and at events. As noted above, this role's location can be flexible but it is expected that they will travel around Liverpool for meetings with stakeholders and partners, as well as engaging with the Granby community.

## **Person Specification**

ESSENTIAL

- Demonstrable experience of supporting participation within communities, with a focus on BAME and under-represented groups
- Experience of undertaking projects and delivering recommendations that meet organisational needs
- Experience of writing, demonstrating a clear communication style and the ability to digest and interpret and share key information for a wide variety of residents.
- Excellent and demonstrable project management skills and the ability to work alongside the volunteer board and various stakeholders
- Experience of coordinating and delivering projects within a local community environment.
- Self-motivation with the ability to work alone and take initiative

- Ability to work collaboratively and build positive working relationships with partners
- Passion for building and enhancing trust through communications and participation, ensuring a fully inclusive community for all.
- In-depth knowledge of Liverpool and particularly L8, including the current challenges and opportunities facing it

#### DESIRABLE

- Demonstrable experience of coordinating projects that meet specific objectives to widen participation
- Experience of budgeting, working with public funds and evaluation
- Experience of outreach/community-focused projects
- Experience of working with different languages, especially Arabic and Somali.
- Experience of social media, particularly Facebook, Instagram and Twitter.

### Applying

If you would like to discuss the role before applying or have any questions, please email [granby4streetsclt@gmail.com](mailto:granby4streetsclt@gmail.com)

If you would like to apply, please email your CV and a letter of application outlining why you are interested in this opportunity and how you feel you would fulfil this role to:

[granby4streetsclt@gmail.com](mailto:granby4streetsclt@gmail.com) with the subject header: **Community Engagement Coordinator Application.**

If you could also please fill in the separate **Equality and Diversity Monitoring form** (available on our website at <https://www.granby4streetsclt.co.uk/vacancies>) and send over with your application, that will help us assess if we are meeting our equality commitments. Filling in this form is voluntary and should be anonymised as this form will be kept separate from your CV and application letter.

If you prefer to post your application, please send to Granby 4 Streets CLT, % John McGuigan, North West Housing Services, 19 Devonshire Road, Liverpool L8 3TX