

# Community Engagement

## Job Description

<b>Hours:</b>	Part time (18.75 hours) a week. <i>You must be able to work some weekends and some evenings.</i>
<b>Length of Contract:</b>	Until 31st March 2022.
<b>Salary:</b>	£22,230 per annum (gross) for a 37.5 hour working week, pro rata for part time.
<b>Probationary Period:</b>	4 months.
<b>Location:</b>	Glazebury, Warrington and across Greater Manchester.
<b>Closing date:</b>	<b>5 pm on Thursday 7th January 2021.</b>
<b>Interviews:</b>	<b>Friday 15th January 2021.</b>
<b>Preferred Start Date:</b>	As soon as possible.

<b>Responsible to:</b>	The Project Manager and the Kindling Trust Directors.
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### Background:

The Kindling Trust works to create a fairer, more sustainable society, starting with the food system. Working alongside communities, farmers, policy makers and activists, we aim to create radical social change, addressing problems at their root cause.

Over the last 13 years The Kindling Trust have established and run a series of practical projects in Manchester and Stockport, to engage people in sustainable food and farming. These include the first FarmStart training programme in the UK; Land Army Volunteering; and Woodbank Community Food Hub where we run our Grow, Cook, Eat well being programme and a range of community events and activities.

We are now looking to scale up this work and the next stage of our development is to establish an agroforestry farm on 100 acres close to Manchester. We are still in the process of securing that site, but excitingly we have been awarded funding to start the agroforestry element - and much more! Funded by the Green Recovery Challenge Fund we are establishing a pioneering tree nursery of heritage varieties of fruit trees for the Northwest at our new site in Glazebury and to improve and create new habitats to increase biodiversity levels at the site and in the surrounding areas.

Building on our previous volunteering and community activities and workshops, this project seeks both to engage as a wider range of people in our activities as possible, including those who do not normally get the opportunity to get out in nature, and to build the confidence and skills of a number of regular volunteers to engage others in their communities.

This is about providing more people with access to volunteering opportunities and to nature with the host of well being benefits that come with that; as well as about building the knowledge and skills needed to take practical action on biodiversity and climate change. We will do this through:

- Free workshops: tree grafting, tree care, habitat creation, biodiversity and sustainable food.
- Community engagement of 3,000 people.
- Engaging and supporting a group of more regular volunteers to get involved in the work on site and the future tree planting of the trees grafted.

- Creating 12,000 climate resilient fruit and nut trees through grafting and other methods.
- Creating and enhancing habitats on 21 acres of farmland, including yearlong habitats for protected birds, and connecting fragmented habitats locally.
- Providing numerous immediate and long term training opportunities.

**Role:**

The Community Engagement worker will focus on the communications and outreach work. They will work with the volunteer co-ordinator to: publicise the project; organise a range of workshops; recruit and support community participants; and to engage a wide range of people in the project.

**Job Description:**

**Main Duties**

**A. Community Engagement:**

Work with the volunteer co-ordinator to carry out the following:

- Identify local venues, groups and gatekeepers as a way to contact and engage people who do not normally get involved in nature and heritage based activities.
- Attend meetings, community and public events, to promote the project.
- Organise a variety of community based activities e.g. school workshops on biodiversity.
- Liaise with relevant bodies to - e.g. to gain permission for running community events.
- Plan and coordinate workshops to take place at different community venues and out at the site.
- Engage and develop partnerships with local community groups to increase visits to the site.

**C. Health and Safety:**

- Liaise with the team to maintain the security of the site and the safety of all those who use it.
- Ensure all participants and volunteers are provided with Health and Safety information relevant to the site or workshops at other locations.
- Carry out risk assessments for all activities taking place.
- Put additional measure in place in light of the current covid situation.

**D. Publicity/Marketing:**

- Produce and distribute promotional materials to advertise upcoming events .
- Publicise events and activities widely through e.g. Kindling's mailing list and volunteer database, local community events & groups, local press, social media.
- Write up events for Kindling latest news.

**E. Administration:**

- Contribute to reports written for the relevant funders
- Create surveys and feedback forms for activities and collate evidence for social impact monitoring.

**F. Finances:**

- Process project expenses.

E.

**G. General responsibilities of this post:**

- Report progress to Kindling Team meetings.
- Reflect Kindling's vision and principles, strategy and policies at all times.
- Be aware of and comply with all relevant policies and procedures.
- Fulfill such other duties and assignments as may be required from time to time.

