

JOB DESCRIPTION – SAGE PROJECT COORDINATOR

Main Responsibilities

Liaison with Growing Community

- Maintain and create links with community groups and individuals in the Glasgow & Clyde Valley area who are already involved in horticultural activity
- Promote involvement in SAGE by community groups / individuals in the Glasgow & Clyde Valley area who are not already engaged in horticultural activity; to be informed / targeted using the SAGE strategy)
- Represent SAGE at external meetings and events, including the promotion of the SAGE strategy and system
- Create and maintain a database of interested parties and circulate amongst project partners
- Create and develop interpretive support materials to enhance peoples' use and understanding of SAGE
- In conjunction with other relevant organisations, define and establish a community information hub for the wider growing community

Liaison with Project Partners

- Liaise with the strategic steering group established by Glasgow & Clyde Valley Green Network Partnership (GCVGNP) and co-ordinate activity with them
- Liaise and work in partnership with GCVGNP staff on research, promotion and delivery
- Liaise regularly with the SAGE creative team (i.e. staff within ERZ and NVA organisations) on all matters relating to development of the SAGE strategy and system, and to enable tie-ins with Glasgow Harvest and other SAGE activity being delivered by NVA
- Maintain and create links with relevant agencies, officers, charities, voluntary organisations and statutory bodies, to further the aims of the strategy

Set-up & Coordination of new SAGE Growing Sites

- Instigate new SAGE growing projects, with the aim of establishing a minimum of four sites per year
- Plan and coordinate projects to ensure that the resources and means of delivery are in place, including (i) project management; (ii) community engagement; (iii) funding; (iv) site design & build; (v) ongoing community and horticultural support; (vi) exit strategy for project partners

Management

- Establish the necessary administrative services, systems and resources to ensure the smooth running of the project and associated activity
- Service the management procedures of the project including organisation of meetings, maintenance of records, writing of reports, etc.



Documentation & Evaluation

- Ensure that the project is documented appropriately, both visually and statistically
- Ensure that the project is evaluated in accordance with relevant internal and external criteria
- Establish a standardised approach to measuring the effect of SAGE on peoples' engagement with urban growing
- Provide necessary information for NVA to report to SAGE funders

SAGE Strategy

This document refers to the SAGE Strategy, which is available in executive summary form as part of the job pack or can be downloaded from the NVA website

www.nva.org.uk/pdf/SAGE_EXECUTIVE_SUMMARY.pdf

the full version can be downloaded in full from:

www.gcvgreennetwork.gov.uk/component/option,com_docman/Itemid,53/gid,132/task,cat_view/

Terms & Conditions

- This is a full time post based on a 35 hour working week.
- The post is offered on a 12-month term, with an initial 3-month trial period; there is potential to extend beyond the first 12 months subject to funding
- The annual salary for this post is £28,000
- The post holder will be salaried by NVA and based at ERZ's offices in Glasgow (NVA and ERZ are the project delivery partners for SAGE)
- This post is supported through financial assistance from the Esmée Fairbairn Foundation and The Robertson Trust

Person Specification

To enable recruitment of the right candidate for the above post, the application process is designed around the following essential and desirable skills and competencies. Candidates will be expected to evidence that they have all of the essential skills during the application process. Evidence will be gathered from the application form and the interview:

Essential Skills and Competencies

- Proven track record of developing and leading social engagement programmes
- Experience of project planning, project coordination and financial management
- Excellent written and verbal communication and presentation skills
- Experience of working in the environmental or horticultural sectors
- Clear understanding, at local and national levels, of the policies and strategies informing our work
- Experience of working with multiple stakeholders and maintaining strong communication links
- Experience of evaluating programmes of work

