

Community Projects Worker Application Information

Green Hive is Nairn's environmental charity. All of Green Hive's activities are created and delivered by Nairn residents, for the benefit of our community and natural environment

Our guiding principles are

- Community led
- Not for personal profit
- Action orientated
- Environmentally sustainable

To create

- Pride in Nairn
- Sustainable economic development
- Jobs and volunteering opportunities
- Learning and development opportunities

Founded in 2015 as Nairn River Enterprise, our environmental activities and volunteer community became known as Green Hive. Since our formation Green Hive has coordinated a number of environmental volunteering projects and public events – such as our SEPA-registered community leaf mulching project, Nairn Viewfield community orchard, litter picks, Bumblebags fabric up-cycling project, Picnic in the Park and National Apple Day events at the orchard.

This is an exciting phase for Green Hive as we grow our volunteering activities, develop our community hub, launch our first trial enterprise projects and grow towards being a social enterprise generating an income through waste reduction.

For more information on Green Hive visit greenhive.co.uk or facebook: [NairnsGreenHive](https://www.facebook.com/NairnsGreenHive)

Community Projects Worker Role:

This role is supported by The National Lottery Community Fund

Contract: Fixed term contract for 18 months from July 2019 to end of December 2020

Hours: 14 hours per week

Salary: £16,380 pro rata (£6,552 actual per annum)

Applications: Closing Date: 5pm Thursday 30th May 2019

Interviews will be held on either the 4th or 6th of June, with an anticipated start date in early July

To apply please send your CV and a covering letter outlining why you would like this role and how you meet the person specifications

Applications must be sent to eve@greenhive.co.uk

Enquiries about this role can be made to Kirsty Ellen, Green Hive Development Officer, kirsty@greenhive.co.uk, 07453912697

Job Description - Community Projects Worker

Overall aim of the role:

To deliver environmental project activities and support volunteers to engage with the work of Green Hive, for the benefit of the Nairn community and natural environment

People: Grow and support the Green Hive community

Supervise volunteers on project activities
Recruitment of volunteers, including preparing displays, making posters and face to face engagement
Social media communications with the Green Hive community
Liaise with project partners and other local organisations
Support volunteers with additional barriers to participate

Projects: Deliver projects and coordinate events inline with Green Hive's action plan

Delivery of community based projects such as Bumblebags Sewing Group, community food growing and litter picks
Coordination of public events, such as Picnic in the Park and Apple Day
Oversee health and safety needs of volunteer operations, use risk assessments and be a designated first aider

Organisation Development: Support the growth and development of Green Hive

Promote Green Hive's principles and support a culture of inclusion in our work
Supporting steering groups for projects, including organising venues and minuting meetings
Collect and manage data including using the volunteer database
Report on project activities
Support Green Hive's consultations with our community, such as attending public events, distributing surveys and setting up pop-up stalls
Administrative support, such as preparing documents and updating the website

Person Specification:

A people person
Ability to multitask and manage multifaceted work loads
Good communication, listening and empathy skills
Knowledge and/or strong interest in up-cycling and food growing
Attention to detail, good with record keeping
IT literate: able to use standard computer systems, email, social media and wordpress, or willing to learn
Experience of working with volunteers or in a community based setting
Hold a current first aid certificate or be willing to attend first aid training
Knowledge of the Nairn community

This role will require a PVG criminal record check
Regular evening and weekend working is required

Management: This role is line managed and will have day to day contact with the Development Officer, and will at times report to the board of directors