



## **Roles and Responsibilities**

### **Keep Northern Ireland Beautiful**

#### **GENERAL INFORMATION**

<b>Job Title:</b>	<b>Eco-Communities Project Manager</b>
<b>Employed by:</b>	Keep Northern Ireland Beautiful
<b>Reporting to:</b>	Head of Operations
<b>Job Purpose:</b>	Establish a new Eco-Communities programme across Northern Ireland leading to improved local environmental quality, health and social wellbeing.
<b>Hours of Business:</b>	Core hours 9am - 5pm, Monday to Friday.
<b>Location:</b>	Home-based/Belfast Office
<b>Hours per week:</b>	30 to 37.5
<b>Salary:</b>	£30,000 (based on full-time hours. Salary will be calculated pro-rata for fewer hours)
<b>Fixed Term:</b>	This is initially a temporary post to 31 <sup>st</sup> March 2023, with any continuation subject to ongoing funding.

#### **CONTEXT**

**Keep Northern Ireland Beautiful's strategic plan 2020-2025 states that we must go further faster together in making transformational changes that deliver sustainable lifestyles for all in our society.**

To help deliver this, we are seeking to appoint an outstanding dynamic individual to enthusiastically drive the development of this exciting new initiative. We have secured funding to scope out and pilot a new way of managing and coordinating environmental projects in Northern Ireland. It will build consensus and synergies with local groups and organisations, supporting growth of stronger community cohesion, developing resilience and self-efficacy in communities. This new programme will help prepare communities to mitigate and adapt to local and global environmental issues.

The post-holder will relish the challenge of working across all sectors, with the aim of increasing public engagement in practical, action based environmental activities. They will work to develop award (standard) criteria for Eco-Communities whilst working to collaborate with others to align a competition based element to the programme.

Ultimately, our present and future health and wellbeing are highly dependent upon us tackling with speed the significant and well documented climate, biodiversity and pollution issues.

**Experience of managing staff, budgets and programmes is essential.**

## **KEY ACTIVITIES**

- Conduct, and report on, a comprehensive Eco-Communities Gap Analysis to assess gaps in existing levels of support provision at community level that require action through this new coordinated framework for environmental action
- Develop a draft Eco-Communities management framework
- Define the role of Affiliates (Eco-Community committees) and identify existing organisations and gaps
- Secure support for and engagement in relevant steering and advisory groups and attend meetings in advisory capacity
- Draw up draft Eco-Communities award criteria for operational roll out of a pilot scheme
- Seek to support and collaborate with existing competition providers in this space
- Conduct a programme of community consultation to identify a cohort of communities for an Eco-Communities pilot initiative, including participant groups and village/town committees (affiliates).
- Establish key metrics in conjunction with key partners, including DAERA, to measure impact.
- Collaborate closely with other Managers and Strategic Leads to ensure alignment of messaging, support, grants etc with the needs of Eco-Communities.
- Maintain existing / develop new relationships with stakeholders to maximise engagement in the Eco-Communities programme across Northern Ireland.
- Manage all programme activity with key partners including regular reporting, arranging any consultative and/or steering group meetings.
- Deliver work on time, to specification, within budget and to the highest professional standards.
- Effectively manage and inspire staff.
- Support the Head of Operations in organising third party suppliers as appropriate for individual work areas including tendering as required.
- Organise necessary research in relation to programme development, implementation, monitoring and review. Ensure a programme of regular monitoring and evaluation of progress is implemented and delivered.
- Manage the preparation, production and dissemination of associated support materials.
- Develop regular effective PR for Eco-Communities with assistance from the Communications Manager.
- Regularly update websites and social media associated with Eco-Communities, liaising with other resources and organisations as appropriate.
- Support the Chief Executive in developing the strategic direction of Eco-Communities.
- Review working practices on a regular basis to ensure maximum effectiveness and efficiency is maintained.
- Maintain thorough and accurate records and support ongoing IT development to supply relevant statistics, reports and other information, as required by partners, online.

## **DUTIES AND EXPECTED OUTCOMES**

- Delivery of Eco-Communities pilot outputs and outcomes.
- Act as guardian for the organisation and its brands.
- Managing budgets ensuring value for money and adherence to financial procedures.
- Responsibility for all aspects of line managing staff and ensuring effective and efficient delivery of the administrative functions.
- Assisting in the development of new and existing funding proposals.
- Growing the scope and scale of partners involved in supporting the Eco-Communities approach to managing local environmental action.
- Representing Keep Northern Ireland Beautiful as and when required.
- Fulfilling other duties for Keep Northern Ireland Beautiful as required on occasion.

## **TARGETS**

- Meeting all targets as agreed with partners/funders/sponsors on time and within budget.
- Raising participation in Eco-Communities to meet agreed annual and strategic targets.
- Raising the profile of Eco-Communities to effect tangible behaviour change.
- Maintaining strong and lasting relationships with existing and new sponsors / funders / partners.

## **AUTHORITY**

- Commission work only in line with company procedures.
- Refer any media interest or potential news stories to the Communications Manager.
- Operate within the organisation's policies and procedures at all times.
- Only commission marketing channels in line with that agreed by your line manager.

## **TERMS AND CONDITIONS**

- It is essential that the applicant has access to a form of transport to allow them to fulfil the duties of the post. Agreed travel costs will be met by Keep Northern Ireland Beautiful.
- Keep Northern Ireland Beautiful operates a blended office-based/home-based working policy. You will be required to attend relevant meetings at our office in Belfast. Travel throughout Northern Ireland (and possibly beyond on occasion) will be required.
- Keep Northern Ireland Beautiful operates a 37.5-hour week, office hours being broadly 9am to 5pm. This role may be taken on a 30 or 37.5 hours per week contract. Normal working days can be negotiated on a part-time contract but some flexibility is required to ensure the effective delivery of the role, which may require working different days/times from time to time, including weekends and evenings.

# PERSON SPECIFICATION – ECO-COMMUNITIES PROJECT MANAGER

## Qualifications, skills & experience

### **Essential**

- Educated to degree level
- Two years demonstrable experience of successful project management, including proven organisational skills and planning abilities, working to a brief, and to tight deadlines.
- Proven financial / budget management skills with at least one years' experience.
- Demonstrable experience of establishing and implementing a new operational function, project or programme.
- Ability to access suitable forms of transport to fulfil the duties of the post.

### **Desirable**

- Experience of working with other sectors including NGO, community, Local and Central Government and businesses.
- Experience of building, handling and motivating complex partnerships.
- Be confident in using ICT, including Microsoft Office.

## Knowledge & Understanding

### **Essential**

- Understands the links between the environment, health and economy.
- Able to critically analyse information, interpret research, make recommendations and take necessary actions to improve the success of programmes.
- Ability to manage and motivate other staff, with at least two years' experience of line managing paid staff.
- Understanding of what motivates volunteers.

## Personal Qualities

### **Essential**

- Excellent interpersonal and assertiveness skills with the ability to communicate creatively, clearly and effectively, orally and in writing, with a range of target groups.
- Ability to work effectively both independently and as part of a team, and to perform to a high standard with the minimum of supervision, even when under pressure.
- Good negotiation skills, tact and diplomacy and the ability to develop good working relationships with a wide range of organisations and individuals.
- Imagination and creative flair.
- Enthusiasm and flexibility in work patterns.
- Ability to represent Keep Northern Ireland Beautiful and our partner's interests.