



The

HORNBEAM

community cafe and
environment centre

JOB DESCRIPTION AND PERSON SPECIFICATION

Job title:	Community Engagement Worker
Reports to:	Staff Co-ordination team & Co-ordinating Committee
Responsible for:	Low Cost Living Project
Employer:	Hornbeam Environmental Centre
Salary:	£11.50 per hour
Base:	Hornbeam, 458 Hoe Street, London E17 9AH
Working Hours:	17 hours per week, flexitime as appropriate.
Annual Leave:	20 days per year plus statutory bank holidays (pro-rata).
Contract:	Fixed term one year contract in the first instance. The period of notice is one month in writing on either side. There is a probationary period of three months.
Equal Opportunities:	Hornbeam serves a multi-racial community and welcomes applications from women, black and ethnic minorities, people with disabilities, lesbians and gay men so as to build up a representative workforce.

Purpose of job

To engage with Waltham Forest's diverse and vibrant community to develop environmental activities that are meaningful to them whilst also meeting Hornbeam's aims of promoting low carbon lifestyles, healthy living and green jobs. The Community Engagement Worker will carry out publicity and marketing to maximise public participation in the Centre and will be overall responsible for delivery of the 'Low Cost Living' project. They will organise and co-ordinate a programme of workshops, events and skill shares that help residents reduce household expenditure and their impact on the environment.

Job Description

Community engagement

- Engage with Waltham Forest's diverse community to map community need and tailor Hornbeam's activities, and message on sustainability, to suit the needs of those hard-to-reach and diverse groups.
- Co-ordinate the delivery of the Low Cost Living project by organising education workshops and skill-share events that engage local residents and promote low carbon lifestyles and save households money.
- Develop promotional material that engages the wider community in Hornbeam's activities and in particular the Low Cost Living project.
- Monitor and evaluate the Equality and Diversity of our customer base
- Establish systems, including recording of case studies, which enable us to demonstrate that targets are being met and provide good quality evidence and evaluation for funder reports.

Promotion & Events

- Develop a marketing strategy; organise the production of relevant promotional and educational materials for the centre and its projects (including café wall displays); and carry out publicity work. *Supported by all other staff.*
- Overall responsibility for planning and organising events and activities which are financially sustainable, bringing new people to the centre & café
- Organise a programme of seasonal events
- Develop and maximise use of the Hornbeam website and social media to promote the centre, its projects, and environmental and social activism locally.

Other responsibilities as part of the Hornbeam team

- Participate fully in the management and running of the Hornbeam, including attending regular team meetings and undertaking strategic planning with the Hornbeam Coordinating group
- Engage and co-ordinate the contribution of others to the development of the Centre bringing their ideas to Co-ordinating Committee and helping them to drive forward activities.
- Reporting progress & issues to the Coordinating Committee
- Take responsibility for organising and prioritising own work, identifying own support needs and working within the Hornbeam team to support other workers as needed
- Keep a record of hours worked and days taken as holiday or sick leave.
- Participate in systems to deal with cleaning, general enquiries (in person, by telephone or email), record keeping, reporting building maintenance issues and organising servicing for equipment
- Operate according to the Hornbeam's food hygiene, licensing and health and safety procedures and ensure all volunteers are trained in and observing these procedures
- Contribute to regular review of the systems set up to ensure they are working effectively and that they conform with legal requirements
- Share responsibility for supervision and training of volunteers at the centre in particular those working front of house in the café.
- Work with others to ensure that the Centre is fully utilised and overlapping requirements of users are predicted and resolved.

Person Specification

Essential	Desirable
Excellent Literacy and Numeracy skills, educated to at least GCSE level grade C in English and Maths	Higher or Further Education qualification in an Environmentally related subject, or experience working with an environmental organisation
Excellent Communication and inter-personal skills	Successful track record in marketing & promotion
Ability to work and communicate well with a wide variety of people.	
Computer literate and competent with a range of software applications	Good working knowledge of Excel and experience of managing a budget
An ability to work under own supervision, to manage and prioritise own workload and to meet deadlines, but also to work as part of a team	Good knowledge of sustainability issues in particular in relation to food, energy, recycling and biodiversity
An ability to involve and motivate others and to assist them to put their ideas into action.	
Experience of running a project and making things happen within a community setting.	Experience of working on a grant-funded project and making reports to funders
Experience of working at grass-roots in communities	
Diversity awareness and how to reach people in under represented communities	Knowledge and experience of Equality and Diversity practices of Inclusion