



Job Description

Job Title: Letham Climate Challenge Manager

Hours: 30 per hours per week (flexible)

Salary: £17 per hour

Responsible for: Swap Shop Manager, Admin Worker and Cleaner

Contract length: 24 months. (Extended further subject to ongoing funding)

Job Purpose

To lead and manage project staff and volunteers to maintain the smooth running of the activities of Letham Climate Challenge, including The Letham Swap Shop, recycling and reuse of donations, management of the allotments and engagement with plot holders and the promotion of all activities to tackle the climate challenge and support a greener community in Letham.

Main Duties and Responsibilities

Letham Climate Challenge Projects

- Ensure the effective management of the Swap Shops, Allotments its staff volunteers and all activities.
- To develop a strategy for the management of the allotments which will include the plot holders.
- To develop the involvement of users through membership and opportunities for feedback and participation. To maintain a database of members in accordance with the Data Protection Act.
- Manage Letham Climate Challenge finances with responsibility accurate accounting of all income and expenditures, cash and project funding streams and the purchase and management of all stock for projects.
- Ensure efficient management of the referral service to support local families, liaising with external agencies.

- Undertake management of the allotments and its volunteers , and maintain up-to-date records of plot holders and waiting list, and the regular collection of plot rents.
- Evaluate the impact of our services through internal monitoring and evidence gathering and reports to funders as per their requirements in grant terms and conditions.
- To ensure compliance with current health and safety regulations, LCC Health and Safety policies (e.g. annual maintenance of fire extinguishers and fire alarms) undertake risk assessments if required to deliver activities safely.
- Manage all LCC communication channels , including social media , email correspondence.
- Work with the Board to identify appropriate sources of funding and prepare funding applications.
- Provide operational reports to the Board as required, including the identification of future project expenditure and any risks threatening the operation of Letham Climate Challenge
- To undertake any other duties appropriate to the post in accordance with the needs of the Board of Letham Climate Challenge

Management of Staff and Volunteers

- Responsibility for the provision of relevant policies and procedures (including health and safety) and appropriate support and training for staff and volunteers
- Provide appropriate supervision and line management for the Shop Manager, cleaner and any other staff as deemed appropriate.
- Work with the Board to ensure opportunities for volunteers and staff to contribute to the development of Letham Climate Challenge.

Working with others

- Co-ordinate the service to local primary schools providing children with opportunities to spend time at the allotments, planting, and growing their own vegetables.
- Work to develop and nurture partnership working to engage the community in activities to tackle climate challenge and support a greener community.

Skills

- Knowledge with respect to waste reduction
- Ability to plan your workload across the range of tasks detailed above
- Ability to work with and engage with people from a variety of backgrounds
- Ability to work well on your own and also within a team setting

- Good management, project and organisational skills.
- IT experience including proficiency in using Microsoft Office especially Word, Excel and Google share.
- Confident verbal and written communication skills

£17 per hour

30 hours working week

Pension contributions are arranged through the National Employment Savings Trust (NEST)

A Trustee will provide monthly line manager support

28 days pro rata holidays + 6 public holidays

Initial six month probationary period

One month notice period