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## Creative Climate Futures – Easterhouse Job Advert

<b>Employer:</b>	Pavillion (Greater Easterhouse)
<b>Programme:</b>	Creative Climate Futures
<b>Title:</b>	Programme Coordinator
<b>Reports to</b>	Project Manager
<b>Hours:</b>	16 hours per week, varying, including daytime, evening, weekends.
<b>Salary:</b>	£23,000 - £25,000 pro rata
<b>Pension:</b>	3% contributory pension.
<b>Contract:</b>	Fixed term until 31.03.25

### About us

We are a fast-paced and progressive organisation, that aims to support children, young people, their families and the wider local community through the provision of positive activities and opportunities.

Pavillion supports and serves its community by; ***continually striving towards an inclusive facility; being a progressive organisation that meets the needs of its community and being a knowledgeable and informed organisation.***

We are a key member of Blairtummock & Rogerfield Partnership; a collaboration of local community based organisations schools, nurseries and the college. We work collaboratively to improve the life chances and opportunities for people living in the communities we serve. As a group of partners, we work across all ages which makes this opportunity exciting, innovative and forward thinking.

### About the Project

Blairtummock & Rogerfield Partnership has secured funding to deliver the Easterhouse ***Creative Climate Futures*** project.

From now until March 2025, Creative Climate Futures will work with organisations and local residents in two “pioneer” neighbourhoods in Glasgow to understand what climate change means locally, to imagine what climate ready futures might look like, and to speed up local action to make these a reality.

*Creative Climate Futures is funded by the UK Government through the UK Shared Prosperity Fund. The funding has been awarded through Glasgow City Council’s Communities and Place Fund and is being led by sustainability charity [Sniffer](#), working with [Creative Carbon Scotland](#), [Community Land Scotland](#), [Glasgow Council for the Voluntary Sector](#), the [Scottish Communities Climate Action Network](#) and [Glasgow City Council](#). [You can find out more general information about the project here.](#)*

Easterhouse has been chosen to be one of the ‘Pioneer Neighbourhoods’ and Pavillion will host a Programme Coordinator post to take this work forward with partners.

### Purpose of Job

We are seeking a Programme Coordinator to lead the delivery of this project, working closely with local partners to ensure the local community shape and gain access to new and exciting opportunities, through delivery of a range of creative activities and conversations, that will bring positive change for the local environment and for local people, influencing and shape the priorities that matter to them.

Being creative, innovative and ideas driven, to support delivery of multiple programmes of activity and be able to forge strong positive relationships with partners and local people are key attributes for this post. The postholder will be

responsible for taking a coordinated approach to implementing activities with partners that address the key identified environmental issues affecting local people.

The postholder will receive support to establish key outcomes and report against these over the course of the project. The postholder should have experience working with a range of age groups and are able to demonstrate experience in taking a community-led approach to service delivery.

**Job Role and Responsibilities:**

This is a demanding but fulfilling role that will see the postholder provide effective leadership to their team. The responsibilities have been placed into 5 key areas as follows:

<b>Managing the operation and admin</b>	To oversee the effective day to day running of the Creative Climate Futures Programme.
	Effectively communicate, listening and responding appropriately, ensuring partners are regularly updated, using a variety of methods such as emails, and attendance at Project and Partnership meetings.
	To help create a warm and welcoming environment for all people attending the Sharing Shettleston Programme.
	To rotate presence at programme delivery locations to support partners and oversee programme.
	To plan and provide an interesting and varied programme with partners and local people of all ages.
	Ensure all daily paperwork is completed on time and recorded to Upshot®.
	Communicate regularly with partners, senior managers and funder, for the effective and smooth operation of the Creative Futures Programme in Easterhouse.
	Provide regular statistical and qualitative reports to Senior Management, contributing to funding reports and Board of Trustees reports.
<b>Solve problems.</b>	Develop ways of working together to support the provision of the Creative Futures Programme.
	Clearly define and separate tasks, create timelines and report progress relating to task delivery
	Liaise with partners to plan cross project delivery to support the needs of the service users.
	Liaise with partners to help mitigate issues as they arise.
<b>Care for the health, safety and welfare of your people.</b>	To ensure activities are delivered in line with Health and Safety guidelines, for example ensuring Activity Risk Assessments are followed and general health and safety, safeguarding & adult and child protection policies/guidance is adhered to.
	Gathering and safeguarding important information in line with GDPR and data protection laws and to uphold confidentiality at all times.

**Person Specification:**

<b>Requirements</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>● Good standard of general education or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>● Community/Youth work, or equivalent in a related field</li> </ul>
<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>● Experience of supporting adults/children and young people in an informal environment.</li> <li>● Can demonstrate a knowledge of the basic principles of Community Development</li> <li>● Experience of being part of and</li> </ul>	<ul style="list-style-type: none"> <li>● Knowledge and experience of current environmental issues and strategies</li> <li>● Has a working knowledge and experience of the Principles of Youth Work</li> <li>● Knowledge and understanding</li> </ul>

	<p>developing partnerships.</p> <ul style="list-style-type: none"> <li>● An understanding of the importance of safeguarding and providing a safe environment for young people and data protection/GDPR</li> </ul>	<p>of social and environmental issues including effects of poverty and child poverty in the area.</p>
<p><b>Skills</b></p>	<ul style="list-style-type: none"> <li>● Good communication skills, both written and verbal</li> <li>● Experience of designing/facilitating/over-seeing activities in an adult/child/youth environment.</li> <li>● Good standard of ICT skills.</li> <li>● Creative approach to activities to promote engagement.</li> <li>● Ability to handle sensitive issues with tact &amp; diplomacy.</li> <li>● Experience in safeguarding adults/children and young people.</li> <li>● Experience of working in partnership to delivery programmes of activity.</li> <li>● Ability to listen to and engage with our families/children and young people in a positive, supportive, and challenging way.</li> </ul>	<ul style="list-style-type: none"> <li>● Experience of monitoring and evaluation processes – contributing and supporting the planning, delivery, and evaluation of activities and programme.</li> <li>● Experience in supervising and leading a team.</li> </ul>
<p><b>Personal Attributes</b></p>	<ul style="list-style-type: none"> <li>● Self-motivated with a ‘Can do’ attitude.</li> <li>● An ability to remain calm and maintain a positive outlook whilst working under pressure.</li> <li>● To be able to work as part of a wider team.</li> <li>● Flexible and adaptable to the needs of the Families/children &amp; young people</li> <li>● Creative &amp; Innovative</li> <li>● Commitment to continued learning and development.</li> <li>● Promotes equal opportunities.</li> <li>● To be able to work outdoors when required.</li> <li>● To be available to work flexible hours.</li> </ul>	