

Community Project Coordinator - UK Local Just Transition Project (Selby)

We are looking for someone with a passion for community-led engagement to be part of a cutting edge national and local team, piloting exciting new work in the Selby area. The Community Project Coordinator will be critical to the success of the Local Just Transition Project (Selby). You will help to shape and deliver the project to engage the full diversity of the local population, creating the opportunity for a community-led response to climate change that benefits all.

Background

In June 2019, the UK Government and Parliament unanimously agreed a new target for tackling climate change. It commits the UK to reaching 'net zero' greenhouse gas emissions by 2050. This means that by 2050 the UK must:

- Reduce the amount of greenhouse gases it puts into the atmosphere;
- Balance any remaining emissions by removing as much greenhouse gas from the atmosphere as it is still putting in.

The changes required to reach net zero will affect many areas of our lives - from how we travel and heat our homes, to what we eat and what we buy. It will also have impacts on what types of jobs are and aren't available in the UK, for example as more jobs are created in the renewable energy industry, but jobs are lost in the oil, coal and gas sectors.

For many people, it is important that all of these changes happen in a way that is fair. What exactly 'fair' means differs for different people. But it usually includes the idea that the potential positives and negatives of getting to net zero should be shared equally amongst the population. This idea of fairness is often referred to as the need for a 'Just Transition' or a fair transition to net zero.

About the Local Just Transition Project in Selby

Led by Forum for the Future and Involve

We believe that all communities can benefit from the transition to net zero. We also believe that this is most likely to happen when communities are provided with the opportunity to lead the transition themselves.

The UK Local Just Transition Project will explore what this looks like in practice. It will pilot approaches to creating community-led Just Transitions in two local areas, sharing our findings nationally. One of the two areas we will work in is Selby.

Our work in Selby will last for an initial period of 12 months, from March / April 2021. During this time, we will partner with Selby District AVS and work alongside Selby Big Local, to pilot an approach to creating a community-led Just Transition. We will work across Selby Town, Barlby, Brayton and Thorpe Willoughby.

The desired outcomes for the communities we work with are:

- Greater public awareness and understanding of the net zero transition and how it relates to them, including potential benefits;
- Growth of trusted relationships and networks between diverse individuals, community groups and public sector organisations around the net zero transition;
- Increased sense of local agency around the net zero transition including developing knowledge, skills and capabilities.

We expect a number of outputs to emerge, some of which might be:

- A community-led vision of a fair transition for Selby;
- A bank of ideas for actions that will enable a fair transition, drawn from all parts of the local community and local stakeholders;
- Development of priority ideas into projects / programmes of work, including leveraging funding and support for implementation.

We will use the following guiding principles in the design and facilitation of the pilot:

- It will be community-led;
- We will work with individuals, community groups, organisations and businesses, using participatory and deliberative techniques to engage the diversity of the local population and ensure they feel a sense of agency around the net zero transition;
- We will be clear about what's in it for local communities and those participating, making sure we properly resource work (including people's time where needed);
- We will work closely with public authorities, ensuring they can feed into the pilot from the start, and will build upon / align with existing initiatives;
- We will look to convene people and organisations around the ideas that emerge, mobilising resources (capital, technical expertise, relationships).

Initial thinking about our approach

How each stage works will be tailored to the local area.



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Job Title:	Community Project Coordinator
Hours of work:	Part time: 22 hours per week. It is expected that the worker will have a core schedule but there is a requirement for flexibility and the post will require some evening and weekend working.
Salary:	£26,000 per annum (pro rata)
Duration:	1 years fixed term (with possibility of extension)
Employment status:	Employed by Selby District Association of Voluntary Service
Line management:	Strategy and Partnerships Manager of Selby District AVS, with additional oversight, direction and support from Involve staff (please see 'About the team' below)
Location:	Community based and offices at Selby District AVS

Key Responsibilities

- Mapping, developing and maintaining relationships with a wide range of community groups, organisations and individuals reflective of the diversity of the local population;
- Developing and maintaining administrative systems to track and monitor these relationships;
- Developing and delivering community outreach and marketing strategies and materials to engage the diversity of the local population;
- Representing the project and delivering project-related activities at local meetings and events, as required by the community outreach strategy;
- Managing the community outreach and marketing budgets (approximately £10,000), including managing relationships with any relevant third parties such as printers or designers;
- Analysing quantitative and qualitative data collected from outreach activities (with support) and writing these up into briefings suitable for a range of audiences;
- Providing logistical and administrative support for Partnership Group and Advisory Group meetings, and the Vision and Priority Events;
- Providing support to participants in the Vision and Priority Events before, during and after the events;
- Attending core team meetings and inputting to project planning and reporting.

Person Specification

Experience can have been gained through paid employment or volunteering.

Essential

- Experience of successfully working in a community development, community engagement or community organising role, including using a range of different techniques to engage diverse communities
- Strong interpersonal skills, with the ability to develop trusted relationships with a wide range of people;
- Passion for working with a wide range of people and enabling them to have a voice in decisions about their community and futures;
- Excellent time management and prioritisation skills;
- Highly self-organised;
- Excellent communication skills, including the ability to write clearly and accessibly for a wide range of audiences;
- Openness to trying new ways of working, with an appetite to learn and develop;
- Self-motivated with the ability to work remotely from other members of the project team (who are based in London);
- A pro-active, positive and can-do approach, including resilience when facing challenging situations
- Excellent communication skills, and the ability to develop communication content and marketing tools that motivate engagement via a variety of media platforms
- Interest in issues of climate change and/or sustainability, or the ability to pick up information in these areas quickly;
- Basic IT literacy – including use of Microsoft office and ideally experience of online video conferencing platforms like zoom (although we can support on skills related to video conferencing)
- The ability to be flexible in your working approach to include evening and weekend working.

Desirable

- Experience of analysing quantitative and qualitative data;
- Experience of engaging with senior stakeholders;
- Experience of writing project reports;
- Knowledge of Net Zero and Just Transition;
- Facilitation experience;
- Experience of bringing people together to establish small community groups, develop their own goals, and work towards sustainability
- Knowledge of the Selby Town, Barlby, Brayton and/or Thorpe Willoughby areas.

About the team

The post of Community Project Coordinator will be based at **Selby District AVS**, and line-managed by the Strategy and Partnerships Manager at Selby District AVS. Staff at SDAVS will provide the role with day-to-day guidance and support.

The post of Community Project Coordinator will also be part of the core project team for the UK Local Just Transition Project. The role-holder will attend core team meetings with **Forum for the Future** and **Involve** staff. Involve staff will also provide additional oversight, direction and support for the role, working closely with the SDAVS team.

Selby District AVS encourages effectiveness, collaboration and co-operation within the voluntary and community sector in Selby district and throughout North Yorkshire and works with other networks to ensure that the voices of the sector are heard.

Forum for the Future is an international sustainable development charity, addressing global challenges by catalysing change in key systems. We work in partnership with business, governments and civil society to accelerate the shift toward a sustainable future. We're playing our role in tackling the climate crisis, transforming our food systems and sustainable value chains and livelihoods.

Involve is the UK's public participation charity. We work towards creating a more vibrant democracy, with people at the heart of decision-making. Our mission is to develop, support and campaign for new ways of involving people in the decisions that affect their lives.

How to apply

Please submit a CV and covering letter referencing the skills outlined in the Person Specification and why you wish to be part of this project :

By email to: bryony@selbybiglocal.org.uk

OR

By post to:

Bryony Boyle
Selby District AVS
Community House
Portholme Road
Selby
YO8 4QQ

All applications must be received by: 9am on Monday 22 February.

We will endeavour to let shortlisted candidates know as soon as possible after this date.

Please note that interviews are scheduled for Monday 1 March 2021. Please let us know in your application if you cannot make this date, and we will arrange an alternative date with you if you are shortlisted.

We aim to have the successful candidate in post in April 2021.

We will consider job share arrangements for the right candidate.