



Community Hubs Project Coordinator

SALARY:	£1000 / Month
LOCATION:	Working from home with travel around the UK
TERM:	Fixed Term 9 month contract
REPORTS TO:	Programmes Manager
HOURS:	80 hrs / Month

ABOUT US

Trash Free Trails is a community- focused, non-profit organisation; a positive call to arms for riders, runners and roamers. We exist to protect our trails and the wild places they take us to and we're starting with single-use pollution (aka; litter!).

Our mission is to reconnect people with nature through the simple yet meaningful act of removing single use pollution from trails and wild places

We describe Trash Free Trails as "small-normous". We are a young divergent organisation, adapting as we grow. We know where we are heading and have a plan and a whole bunch of projects to help us achieve our mission. We are doing this with a commitment to measure and share the difference we are making to our environment and our communities. This is achieved with the support of our partners, and importantly our Trash Mob, who are our volunteers found all over the globe.

In 2022 the impact of the Trash Mob on tackling single-use pollution and connecting people to nature was remarkable. A result that was significantly greater than the sum of our parts. A total of 2143 volunteers collected 7263 kg of trash, cleaned 9775 km of trails and removed 98427 items. They did this by volunteering 2810 of their hours.

It is our job to continue to provide inspiration, information and tools for people to forge connections to the environment, to community and themselves.

ABOUT YOU

- You will be highly organised with a love for checklists and a refined attention to detail.
- You will have a proactive and collaborative approach, lots of initiative and thrive on being a bright thinker.

- You will be inspired by TFT mission and projects, being capable of quickly understanding how you and your role are essential in furthering our charitable aims and the plans that guide us.
- You will have a growth mindset looking to continually evolve and improve your skills and knowledge.
- You will take pride in your work and hold in high regard the credibility, brand and reputation of TFT, quality of delivery and your own professionalism.
- You are resilient, outcomes driven and up for some hard work, with an uncertain future - that is the nature of TFT and the world we are operating in.

THE OPPORTUNITY

We are what our community of volunteers, partners and supporters make us. It is our intention to build on the impact of our TFT community by activating riders, roamers and runners across the width and breadth of the United Kingdom. To help us do that, we're looking for an experienced and versatile Project Coordinator to support this work which lies at the heart of our efforts.

You'll have the opportunity to work with teams and volunteers across the organisation to develop a programme of Trail Clean activities for our Community Hubs, assisting them with the delivery of a programme of events focused on hardly reached communities throughout 2024.

THE ROLE

Purpose

If we were to use one word to sum up what this role is trying to achieve, it would be 'connection'.

Our Community Hubs are, for many TrashMobbers, the only point of real world connection with our organisation. Working with the HQ team, and through the effective coordination of this network, you will inform, inspire and equip thousands to become more connected to nature.

We are committed to, and have funding available for 10 Community Hubs across the UK to deliver 4 Trail Clean / Education moments with hardly reached communities. Working with Community Hubs and the hardly reached Communities to ensure these events are delivered effectively is key to the success of the role. Alongside this, and in collaboration with the HQ team and Ambassador network (A-TEAM), you'll help to mobilise our wider network of 100 Community Hubs - making it more possible than ever for them to become mini TFT HQ's in their own right, inviting more customers through their doors and helping achieve a sustained reduction in Single Use Pollution on our trails and wild places by 2030.

Main Responsibilities

- Work with Community Hubs staff to seek out and maintain relationships with hardly reached groups, Minuting meetings, arranging transport, accommodation and subsistence where necessary.
- Update and manage Project Initiation Documents, Budgets and timelines as the project develops.
- Keep close records of communications via email and phone call with Community Hubs, ensuring to the best of our ability they have everything they need to effectively deliver.
- Research and follow up with action on matters related to the project - chasing responses, triggering follow-up actions and contributing to the development of delivery.
- Support the Programme Manager with monitoring and evaluation of the project as required, including data input, research and designing tracking mechanisms.
- Support the Programme Manager to produce reports and presentations as required and in the development of marketing and communications materials.
- Assist in event delivery with effective organisation and checklists to ensure the smooth running of the event and communications with audiences and stakeholders.

Key Working Relationships

- Liaise and collaborate with TFT Community Hubs Staff
- Liaise and collaborate with our A-TEAM, working with them to pair effectively with their regional Community Hub
- Liaise and collaborate with regional NGOs and community representatives of Hardly groups to ascertain and manage their involvement in the project

PERSON SPECIFICATION

The position is for an energetic, dynamic and dedicated individual focused on their own development in parallel with the goals of the organisation. The ideal candidate will have a personal connection to the outdoors come rain or shine. An excellent organiser of people and things, a great communicator, systematic with a keen interest and experience in project design, development and delivery.

	ESSENTIAL	DESIRABLE
SKILLS	<p>An excellent communicator to a variety of stakeholders - from hardly reached groups through to retail managers and minibus companies.</p> <p>You will have excellent organisational skills and an ability to coordinate</p>	<p><i>Outstanding digital skills.</i></p>

	<p>projects/campaigns through to a successful conclusion.</p> <p>You are proficient in the use of Microsoft Office suite, Google Workspace, have demonstrable experience of using a variety of online tools to support collaboration in remote-working situations.</p> <p>Proven ability to work independently, taking the initiative to solve problems whilst knowing when to defer decision making and seek involvement for wider team members.</p> <p>Ability to self-manage and prioritise workflow and job requests to an agreed content plan and deadline.</p> <p>You will have the ability to be solution focused and self-motivating, working on your own initiative and accountable for that work</p>	
<p>KNOWLEDGE AND EXPERIENCE</p>	<p>You will have a strong track record of collaboration and teamwork, and a demonstrable ability to lead on the delivery, monitoring and evaluation of activities.</p> <p>You will be comfortable and confident working closely with senior team members in a supporting role</p> <p>You will have some experience in the delivery of outdoor events</p>	<p><i>Existing connections with hardly reached community groups in the UK and beyond</i></p> <p><i>Experience in social media communications.</i></p> <p><i>Experience in volunteer event management</i></p> <p><i>Experience in the Environmental, Outdoor or Charity sectors</i></p> <p><i>Experience in volunteer liaison</i> <i>Analytical, reasoning and reporting skills</i></p>

<p>BEHAVIOURAL QUALITIES</p>	<p>You are open, honest and upfront...about how your work is progressing, when you need help with something, owning up to mistakes. And if something at Trash Free Trails has turned you off then you feel able to tell us. Like you, as an organisation we always want to evolve and improve.</p> <p>No Radio Silence: You don't hesitate to tell us when you are going off grid for a while and you leave making sure there are essential and/or time critical tasks left to complete.</p> <p>Mucking In: We are small, you are joining a family who support and respect each other to get things done, working flexible hours where necessary. This is how we keep responsive to the fast-moving world around us.</p> <p>Making connections is a key part of your role, but you know how to do this the right way and don't get distracted by shiny things.</p> <p>Believe in our mission: You'll need to be aligned to TFT values, with a demonstrable personal connection to the outdoors.</p> <p>Fun 2nd! - We really hope that you will often consider working for TFT to be FUN, but not at the expense of your work.</p> <p>You are patient and aware that everyone is trying their best.</p>	
<p>EDUCATION AND QUALIFICATIONS</p>	<p>At least 2 years experience in a similar role</p>	<p><i>A degree in science, education, project management or similar . Or equivalent demonstrable experience in these fields</i></p> <p><i>Full UK driving license</i></p> <p><i>Recreational First Aid</i></p>

		<i>Advanced DBS check</i>
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VALUES

To inspire people to find connecting with the natural world and to empower community ownership of our trails, we are guided by 8 values. Here is what they mean and how we apply them to our roles.

- Everyone is welcome; we are riders, runners and roamers. Anyone who wants to protect our trails and the wild places they take us.
- Respect our volunteers above all else; the time and talent they donate to our cause is a huge honour and responsibility.
- Be that Spark; our biggest opportunity to make a difference: is by creating that spark for more people to connect with nature and want to take good care of it.
- Be solution focused; we will never use blame, shame, guilt, or aggression as a tactic. We focus our efforts on positive action: at an individual and community level.
- Think Long Term; believe that no single thing is 'responsible' for the litter issue. It is a symptom of hugely complex, interconnected systems.
- Celebrate single volunteer acts; however 'big' or 'small' it makes an incredible difference.
Make sure your impact is a positive one; commit to leaving a positive trace each time we visit our trails and wild places.
- Do it Ourselves; we and everyone who joins our cause will be the ones who make a difference. We can encourage, coach, empower and inspire others. Ultimately, only we can Do It Ourselves.

HOW TO APPLY

Thank you for considering joining the Trash Free Trails Team.

Trash Free Trails is committed to proactively challenge bias and offer a fair and equitable recruitment process for all applicants who can carry out the duties of the post. If you have specific support requirements in relation to your application, please contact rich@trashfreetrails.org

To apply, please send the following by 17:00 on 20th October by email to rich@trashfreetrails.org:

- Your full CV, including the names and email addresses of two referees (who will not be approached without your permission);
- A covering letter (maximum 2 pages) setting out your reasons for applying and how you consider that you meet the Person Specification for the role.

Interviews will take place in the week commencing 23rd October

It is hoped that the successful candidate will be available to start as soon as possible.

In order to be considered for this role, you must currently have the right to work in the UK or will have the right to work in the UK by the date of commencement of employment.

Informal enquiries about this post may be addressed to Rich Breeden at rich@trashfreetrails.org.

Thanks for your interest in joining our team :)