

PLACE Project Co-ordinator



Cumbria Development Education Centre [CDEC]

Background

We are very excited to be inviting a new member to join our team. CDEC is a global learning charity based in Cumbria but that has enjoyed global reach. We are passionate about working with schools and communities, inspiring and enabling them to create a socially and environmentally just world. Our vision is for young people, through their global learning experiences, to become informed, responsible and active global citizens with a lifelong commitment to building a fairer and more sustainable world.

You would be joining a small, welcoming team of passionate, thoughtful and dedicated individuals who live out the organisation's values. How we do things is as important as what we do, and that extends to how we relate with each other and the people we support.

In living out our values- equity, justice, responsibility, integrity and hope- CDEC is actively seeking to expand our team to include colleagues from all backgrounds, including black, brown, minority ethnic, LGBTQI+ and non-UK born applicants. We would also love to include people with disabilities on our staff team.

For more information about CDEC, do visit our website: www.cdec.org.uk

The CDEC vision

Our vision is for **Cumbria to become a beacon of global citizenship.**

This will be achieved by CDEC:

- 1.** Playing a leading role in the development of approaches to teaching and learning in Cumbrian schools which promote global citizenship;
- 2.** Facilitating the development of a network of organizations that are committed to the cultural ethos of working towards a fairer and more sustainable world;
- 3.** Continuing as a sustainable organisation which will be able to provide appropriate services and support to the Cumbrian community in order to achieve this vision.

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New post - PLACE – Project Co-ordinator

Start date: October 2021 (ideal) but we can be flexible for the right candidate

Salary: £25,295-£26,317 pa pro rata

Terms and Conditions: 0.8 FTE, fixed for 18 months

Responsible to: Director

Base: CDEC's Ambleside office with travel to community and school locations across Cumbria

Job Description

The post holder will be responsible for the successful delivery of an exciting new project for CDEC-PLACE. This will be an 18 month project and will be delivered across Cumbria. The post holder will work closely with CDEC colleagues on the delivery of key elements of the project, as well as building positive relationships with project partners, participants and service providers

CDEC is the lead partner, responsible for the overall management, delivery, reporting and evaluation of the project. The project co-ordinator will work closely with the CDEC Director on overall project management, liaising with partners and the funder and will be the practitioner delivering the project with identified groups.

The project will involve working with 12 groups across Cumbria; CDEC will directly support and deliver the project with 4 groups. In addition North Pennines AONB Partnership and Play-ful Nature, the main delivery partners will both work with 4 groups.

The PLACE project will primarily focus on connecting people with nature through projects that focus on deep connection to 'place', nature restoration and nature based solutions. PLACE will empower young people as agents of change within their communities- inspiring them to take action through nature based community projects to enhance beauty, heritage and engagement with the natural environment. It will equip a minimum of 12 groups of children and young people (240-300yp) with the skills, competences and values required to develop a deep connection to place: people, nature, cultural and landscape heritage.

The PLACE project will weave together strands:

- Active citizenship and service learning/ community-social action
- Questing – active ways to explore and learn from your place and involve others.
- Creating Natural & Therapeutic Gardens/spaces
- Philosophy 4 Children/ Philosophy 4 Communities to enhance dialogue and understanding

This connection to place and heritage, and the range of skills built, will address climate change, strengthen their mental health and wellbeing and secure the future of the heritage they have curated and enhanced. The overall aim of the project is to bring together children, young people and communities to re-tell stories of resilience experienced during the Covid 19 pandemic. These stories will be re-interpreted into Arts performances delivered in cultural institutions which have been hard-hit by the pandemic. One of the aims of the project is to provide uplift for these cultural institutions.

The post holder will work closely with our Global Education Officer, who is delivering a complementary project.

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Key Responsibilities

- Manage overall delivery of all aspects of **PLACE**
- Overall project management, working closely with partners to agree delivery and reporting timelines
- Designing and delivering workshops with participants, liaising with project partners, budget management and working alongside CDEC colleagues
- Ensure project objectives are delivered on time and within budget
- Co-ordinating the procurement of service providers for the project (eg: artists, web designer, evaluation team and training providers including John Muir Trust and SAPERE)
- Coordinate and oversee production of core project outputs, in partnership with the project participants and communities involved, within the project time scale
- Recruit a minimum of 4 schools/youth groups and direct project participants (60 young people) and liaise with community groups/members in each locality
- Manage relations with key partner organisations (North Pennines AONB Partnership, Playful Nature, CAFS)
- Develop case studies reflecting the engagement of participants in the project
- Create a series of resources and activities that are included in the final materials produced by the project
- Report regularly on progress to CDEC Director
- Work with the CDEC communications lead and finance lead to ensure the project is promoted and finance reporting is in place
- Meet all NLHF reporting requirements, including both interim and final summative reports
- Undertake any other aspects that can be reasonably required by the Director in implementing the project

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Person Specification PLACE NLHF Project Officer

Essential knowledge, skills and qualifications	Desirable knowledge, skills and qualifications	Identified by
Experience of delivering multi-partner projects	Experience of managing multi-partner projects	Application/interview
Experience of working with teachers/children/young people/communities in formal/non formal settings	Experience of working in the Global Education sector	Application/interview
Recent experience (i.e., within the last 3 years) of successfully recruiting and managing participants in community/arts/education sectors and outdoor/ nature based settings	Experience of working in outdoor settings, engaging participants with nature, heritage and 'place-based' connections	Application/interview
Excellent communication skills to: <ul style="list-style-type: none"> ● establish and maintain professional relationships with key stakeholders ● promote the values and ethos of the project 	Demonstrable working knowledge of, and in connection with, key stakeholders in project delivery	Application/interview
Experience of providing /facilitating training	Experience of enquiry-based approaches	Application/interview
Experience of supporting the development of resources to ensure the sustainability of a project	Experience of the development of resources to ensure the sustainability of a project	Application/interview
Excellent organisational skills and demonstrable ability to deliver projects to tight deadlines and within budget	Experience of delivering community projects and managing delegated budgets	Application/interview

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Creativity and flexibility of approach to meet the demands of each working situation		Application/interview
Evidence of ability and commitment to successful lone working and self-organising		Application/interview
IT competence in the use of: <ul style="list-style-type: none"> ● Microsoft Office software, including Word, Outlook and Excel ● Email and social media ● Digital methodologies and tools (eg: training over zoom) 	Experience of using social media in community project settings and/or of website management	Application/interview
Full UK driving licence and the willingness to travel to diverse and sometimes remote locations in Cumbria		Application/interview
Willingness and flexibility to work evenings, if requested/required		Interview
Commitment to the principles and purposes of PLACE and Cumbria Development Education Centre		Interview

To apply: complete an application form and return to laura@cdec.org.uk

Closing date: 5pm 3rd September 2021

Interviews: week beginning 13th September

If you would like to discuss the post please call Laura on 07986 921096

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