



STONEGROVE COMMUNITY TRUST  
5 HAYLING WAY, EDGWARE HA8 8BN  
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## ENVIRONMENTAL PROJECTS COORDINATOR - ROLE DESCRIPTION

POST: ENVIRONMENTAL PROJECTS COORDINATOR  
REPORTING TO: CEO  
TERMS/HOURS: 6 month contract initially / 0.4 FTE – 2 days per week  
SALARY: £30,000pa pro-rata, or freelance negotiated equivalent  
Flexible working encouraged, and very willing to speak with candidates who don't have the full two days a week available, but would otherwise be a good fit.

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### About the Stonegrove Community Trust

We are a vibrant young charity, started in October 2014 and led by local residents. We share the OneStonegrove centre with St Peter's Church. OneStonegrove is based on a regenerated estate (Stonegrove estate), and replaces two previous community facilities – one Church of England and one other. Through coming together to pool assets and resources, one much larger and fitted to purpose centre was created, allowing us to work together to serve our local communities more effectively.

OneStonegrove has over 70,000 attendances/visits a year, for a diverse range of activities and events. We deliver and run activities mostly through partnerships with individuals and organisations.

In January 2021 our Trustee board agreed that we would commit to the ambition of being Carbon net zero by the end of December 2022. We have made some significant progress towards this aim, but there is still much more to do. As well as our own environmental sustainability/climate crisis work, we want to begin using our Community Organising practices to bring together diverse groups of local residents, to take action on what matters to them in terms of the environment.

### Purpose of the job

Working with our CEO, wider team and the local community, your role will be to inspire and empower people around the many possibilities of community/resident-led environmental action. Through this work we hope to build a case for continuing this role or a similar role permanently, fully embedding environmental action into our organisation, the OneStonegrove centre and the local community. This part of the role will utilise the majority of your time with us.

There is another side to this role, which is networking and working more widely, in Barnet and beyond. You will be working around 1 day per month to support the facilitation of the Barnet VCS Environmental Network, of which we were co-founders. The network is led by Inclusion Barnet, as part of the Barnet Together VCS infrastructure partnership.



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09276749 • Charity No: 1161812 Registered Office:  
OneStonegrove, 5 Hayling Way, Edgware HA8 8BN

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As well as the ongoing support to that network, you will be working to create a one-off “Environmental Expo” event at our centre, bringing together a range of local and regional/national partners, creating an event that highlights the range of environmental activities, opportunities and resources available to residents, professionals and organisations.

The three main aims/aspects of this role are as follows:

- 1) Bringing together local residents and professionals interested in collaborating on environmental action projects. Supporting, empowering and working alongside them to bring about positive change.
- 2) Providing administrative and other support to the Barnet VCS Environmental Network, as directed by Inclusion Barnet.
- 3) Creating the one-off Environmental Expo event, working with local residents, our staff and volunteers, the Barnet VCS Environmental Network, plus other groups and contacts.

The project overall sounds sizable for an initially short term and part time role. You will however be working together with our staff team, and particularly with our CEO and our Community Organiser. Many of the relationships, partnerships and other links are already in place, so there is already lots to reflect on and build on.

This role is super flexible in terms of what the project/s might evolve into. We are keen to hear about your skills, experience and interests. The role will suit someone outgoing, confident, able to hit the ground running, and who has fantastic people skills.

We use approaches and frameworks taken from Community Organising and Asset Based Community Development approaches. We will provide training and support/development around these, but if this approach is new to you we would recommend doing some reading before applying for this role, as this will help you understand how we seek to engage our local community. That is why we have included a Further Reading section at the end of this document. You are also welcome to book a free space on any upcoming courses with us, whether offered the role or not, to learn more about these approaches.

<https://sct.london/north-west-london-social-action-hub/>

We want to ensure that we build a team here that reflects our local diverse community. If you believe that you can succeed in this role working with our local community, then we look forward to receiving your application, explaining how you will meet the requirements of the role.

## Person Specification

### Essential requirements

- Fantastic people skills – able to work with a diverse group of committed, passionate and compassionate people, to create impact in our local community.
- Able to work with initiative, setting own goals and targets, whilst remaining a constructive part of the wider team within the OneStonegrove centre.



- Able to manage own time, and work flexibly over the week, setting own hours to the needs of the project/s.
- Interest and experience from somewhere within the diverse area of environmental sustainability and/or action.
- Good administration and communication skills.
- Able to adequately use a computer, including email, word processing and basic spreadsheets.
- Excellent networking skills.

### **Desirable requirements**

This “shopping list” of desirable requirements contains everything we can think of that could help you to succeed in this role. We do not expect any one candidate to have everything on this list.

- Knowledge and/or experience of Community Organising and/or Asset Based Community Development.
- Knowledge of the local area, local people and local organisations.
- Fundraising knowledge or experience.
- Communications or marketing knowledge or experience.
- Experience of residents/community-led projects.
- Experience of working with diverse communities.
- Experience of project monitoring and evaluation.
- Previous experience of working within a charity or social enterprise.
- Any qualifications related to the environment.
- Excellent computer skills, including social media, and any other program knowledge that could be applied to this role.
- Able to start ASAP.

**Salary:** £30,000 per annum pro-rata / £12,000 per annum actual.  
\*or freelance negotiated equivalent if appropriate.

**Contract:** This post is currently funded for 6 months, but the aim is to create the case and support to create a long term/permanent role within our charity in this area.

**Hours:** This role is 0.4 full time equivalent, so equal to 2 days per week.

**Location:** OneStonegrove, 5 Hayling Way, Edgware HA8 8BN, plus home/remote working as agreed/requested.

### **To apply**

Please send us a letter setting out why you would be a good fit for this role. Please also supply some details of your previous experience – this could be a written CV, or your LinkedIn profile, or just include the relevant details within your overall letter.



Please also fill out our [Equal Opportunities and Diversity form](#) on this link. The data collected here will be kept completely separate from your application, and not used for selection purposes.

Send the above to our CEO Gus Alston  
[gus@sct.london](mailto:gus@sct.london)

If you would like to discuss the role before applying, ask any questions, or arrange a visit to OneStonegrove then email, WhatsApp or phone Gus 07973 501 777.

**Deadline for applications is 9am Monday 4<sup>th</sup> April**

**Interviews: Monday 11<sup>th</sup> April**

### **Further reading**

If you would like to better understand our organisation and the approaches we use when working with the local community, then we recommend the following.

#### **Stonegrove Community Trust**

Our social media channels share the story of our recent work:

[www.facebook.com/OneStonegrove](https://www.facebook.com/OneStonegrove)  
[www.twitter.com/OneStonegrove](https://www.twitter.com/OneStonegrove)  
[www.instagram.com/onestonegrove/](https://www.instagram.com/onestonegrove/)

This page on our website details our Climate Crisis/Environmental Sustainability work:

[www.sct.london/ocap/](http://www.sct.london/ocap/)

Some links to a podcast and Blogs about our Climate Crisis/Environmental Sustainability work:

[Locality Blog – How can London’s community organisations take action on climate change?](#)  
[ACEVO Blog – How can leaders drive climate action?](#)  
[ACEVO podcast – Leadership worth sharing: Climate emergency special](#)

#### **Barnet VCS Environmental Network**

<https://www.inclusionbarnet.org.uk/are-you-a-barnet-vcs-interested-in-the-environment-join-this-new-networking-group/>

#### **Asset Based Community Development**

Cormac Russell – From what’s wrong to what’s strong - [www.youtube.com/watch?v=a5xR4QB1ADw](https://www.youtube.com/watch?v=a5xR4QB1ADw)  
Nurture Development - [www.nurturedevelopment.org/](http://www.nurturedevelopment.org/)

#### **Community Organising**

[www.corganisers.org.uk/what-is-community-organising/](http://www.corganisers.org.uk/what-is-community-organising/)



Thank you for reading about this opportunity and the OneStonegrove centre. We look forward to receiving your application.