

Communications and Logistics Officer



Job title: **Part Time Logistics and Communications Officer**
Responsible to: Chief Executive
Responsible for: Stakeholders, Community Groups, Volunteers and Participants.

BACKGROUND INFORMATION

- Let's Grow Preston (LGP) is a community environmental charity that aims to create and support environmental projects and activity across Preston and the wider PR postcode in Lancashire.
- We promote physical, mental and social wellbeing through volunteering, following the principles of social therapy in horticulture.
- We deliver food growing and gardening activities across Preston, promote networking and sharing of expertise, support individual food growers, community gardeners, friends of open spaces and allotmenters.
- LGP has 3 sites in Preston; Ashton Walled Garden, Grange Community Garden and The Hub on Grange Park.
- We are a charitable incorporated organisation, charity number is 1159007.
- At our vibrant charity, every day brings new challenges and opportunities. We value flexibility and adaptability as integral traits for success. Expect a dynamic environment where teamwork and initiative are paramount.
- While the work can be diverse and demanding, it's also incredibly rewarding.

PURPOSE OF POST

The logistics and communications officer role is to support the whole staff team, volunteers and the stakeholders of Let's Grow Preston. We are looking for a flexible, competent and creative person to join our dynamic team. The role is predominantly administrative, but there will be days when the role will require you to collect food for distribution, load and unload the van with trolleys and plants for an event, or just to drop off at another community hub.

A full clean driving licence is essential to enable the post holder to drive the charity's van.

MAIN RESPONSIBILITIES

1. To assist and communicate with the support of Let's Grow Preston's existing network of community groups across the PR postcode area and support regular network meetings.
2. To assist and communicate with the support of Let's Grow Preston's existing network of contacts within the charity, public and private sectors; including local schools.
3. To support the work of the staff to ensure that all communications are delivered in a professional and friendly style.
4. To ensure that all volunteers have access to and understand the volunteer handbook and that any amendments in policy are alerted to the volunteers and staff in a timely fashion.
5. To oversee the calendars of Let's Grow Preston, to help to coordinate the volunteering sessions and the van to ensure that there are appropriate staff to cover volunteering sessions and that there are adequate resources such as the van, gazebos are available, drivers forms completed and filed etc.
6. To assist the Chief Executive and staff to establish robust methods of evaluating the work of Lets Grow Preston against project indicators.
7. To deliver and co-ordinate workshops, evaluation and feedback, reviewing activity and making recommendations for revised activity, or new opportunities.
8. To promote the work of Lets Grow Preston and support, coordinate and communicate on the delivery of key events in the organisations calendar e.g. Spring Fair, Christmas Fair etc.
9. To develop and implement robust health and safety procedures and working practices including keeping of relevant records.
10. To keep accurate records of equipment provided, activities undertaken, location of activities and number of participants.
11. To support the Chief Executive and Volunteer Co-ordinator in ways in which local businesses can be involved and linked with LGP to promote corporate involvement and support going forward.
12. To produce regular LGP newsletters and update LGP's website and social media accounts such as Facebook, Instagram and X.
13. To help keep all of the LGP sites clean and tidy including the office spaces and other buildings.
14. To uphold and demonstrate the spirit and core values of Let's Grow Preston
15. Any other duties commensurate with the post.

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PERSON SPECIFICATION

This section details the experience, skills, knowledge and personal qualities required for the post.

Education	Essential	Desirable
Minimum 5 GCSEs at Grade A-C or above including Mathematics and English	√	
RHS(or equivalent) Level 2 in Horticulture or be studying to pass this exam		√
Experience	Essential	Desirable
Minimum 2 years' experience in community engagement, project management and co-ordination		√
Experience in partnership working with a diverse range of audiences		√
Experience of dealing directly with members of the public	√	
Experience of organising and planning public events and ensuring all health and safety and risk assessment requirements are met.		√
Experience of recruiting and managing volunteers and local community group action, enabling groups to lead activities themselves		√
High level of IT competency	√	
Experience of applying for and securing grant funding of four figures and over		√
Skills	Essential	Desirable
Excellent communication and interpersonal skills	√	
Excellent time management skills and ability to manage your own workload. Flexible and able to adapt to changing needs and circumstances	√	
Excellent writing, presentational and promotional skills, including the use of social media	√	
Project/activity development, exploring new and innovative ways to meet the aims of Lets Grow Preston	√	
An interest in art and crafts, ability to be creative	√	
Personal qualities	Essential	Desirable
Commitment to the work of the Let's Grow Preston and its volunteer work, and belief in community empowerment	√	
High levels of enthusiasm, self-motivation and confidence	√	
Ability to develop working relationships with a wide range of people, including politicians and people of influence.	√	
Empathy with the issues that might be faced by different local communities and individuals	√	
Knowledge of local communities within Preston and the PR postcode		√
Ability to remain calm, use tact and diplomacy, and instigate solutions resulting in positive action/change	√	
Demonstrates a commitment to and understanding of equal opportunities, the elimination of discrimination and the empowerment of individuals and groups.	√	
Being comfortable and confident to work on your own is essential. We work as a small team, covering 3 sites and it will be necessary for you to open and close sites and work on your own, as well as collaborating in a team.	√	

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GENERAL TERMS AND CONDITIONS



Salary:	£13 an hour. We are a living Wage Payer.
Duration of post:	12 months minimum contract to be reviewed and renewed subject to funding
Pension:	Full details will be provided.
Hours of Work:	Part Time, minimum of 25 hours per week, more hours are subject to funding.

Overtime is not paid but time off in lieu may be taken, where appropriate, as the post will involve evening, weekend and bank holiday working. There will be times when we require you to work additional hours during busy times and it would be agreed in advance if this would be remunerated at your usual hourly rate or if you would take time off in lieu later in the year.

If you are unable to be flexible in your working hours, then this job is not for you.

Probationary Period:	The post is subject to a probationary period of 6 months, in which time the employee is expected to demonstrate their suitability for the post.
DBS:	This work involves regular contact with children, young people and vulnerable adults, an enhanced DBS check will be required.
Holidays:	25 days p.a. plus 3 occasional days pro rata.
Place of work:	Ashton Walled Garden and various community sites across Preston and the PR postcode.
Other:	Let's Grow Preston operates a no smoking policy in all its offices, is an equal opportunities employer and is positive about disabled people.

Application process

To apply, please submit a CV and cover letter providing details of your relevant experience/evidence of your achievements and explaining clearly why you are interested in the role and suited to it (based on the person specification), to annie@letsgrowpreston.org.

If you would like an informal discussion about the role, please contact Annie Wynn BEM on 07535836364. In addition to the above, please provide the following information:

- Confirmation you are eligible to work in the UK (the successful candidate will be required to provide documentary evidence before a job offer is confirmed).
- Any reasonable adjustments we can make to assist you in your application or the selection process.
- Contact details for 2 referees – preferably previous employees

Closing date **Monday 29th April, 2024**

First stage interviews from 2nd May 2024

All successful candidates will have been contacted by 1st May to agree a time and date for interview.

If you have not heard from us by this date, please assume your application has been unsuccessful.

We are an equal opportunities employer and we welcome applications from all suitably qualified persons regardless of their sex; religious or similar philosophical belief; political opinion; race; age; sexual orientation; whether they are married or are in a civil partnership; whether they are disabled; whether they have undergone, are undergoing or intend to undergo gender reassignment.

We strive to ensure that our staff represent people from all backgrounds; because it's how we can achieve the best results for the communities that Let's Grow Preston serves.



Registered Charity Number 1159007