

Advertisement

Project Organiser – Wellness from Wildness

Would you like the opportunity to work for a small environmental charity on a project to connect people of all ages and abilities with the natural world? Do you have first class organisational and networking skills, experience of project management and experience of working with people with additional needs or long-term health issues?

Wildside Activity Centre is offering a unique opportunity for a Project Organiser to deliver its 'Wellness from Wildness' project. We are clear about the benefits of what we offer to our users and are driven to 'make a difference' for as many local people as possible. The post is permanent, for 2 days per week (14.8 hours), funded for the first five years by the National Lottery. As Project Organiser you will:

- Engage in outreach and community work to draw local groups into the project and publicise the opportunities it provides.
- Coordinate the activity programme.
- Deliver some of the activity sessions as agreed.
- Administer the project budget.
- Develop appropriate monitoring and reporting systems.
- Assist in making new links with health related providers and commissioners in order to reach new user groups.

About you

With the positive impact this role will have, we are looking for someone with project management experience, who is totally committed to increasing access to nature and the outdoors for people with additional needs across Wolverhampton's diverse communities.

It is essential that you can demonstrate the experience and skills listed below:

- Strong organisational skills.
- Experience of outreach, contacting and engaging diverse community groups.
- Experience of working with people with additional needs.
- Good standards of educational achievement, IT competency and excellent attention to detail.
- Warmth, energy, reliability and friendliness.
- Commitment to the ethos and aims of Wildside, particularly in understanding the benefits of being outdoors and in contact with nature.

The Centre is committed to an inclusive approach and to the safeguarding of children and vulnerable adults. We expect all staff and volunteers to share this commitment. Any offer of employment will be subject to receipt of a satisfactory disclosure from the Disclosure and Barring Service.

Wildside Activity Centre welcomes applications from black and minority ethnic candidates, as these groups are under-represented in our workforce.

Applications must be made on the Centre's Application Form, which is also available with the job description and person specification on the Centre's website: www.wildsideac.co.uk or by email from Lizh@wildsideac.co.uk. CVs without a completed application form will not be considered.

Closing date: 5pm on Friday 24th July 2020

Provisional interview date: Thursday 13th August

Wildside Activity Centre.
Hordern Road, Wolverhampton WV6 0HA,
01902 754612, www.wildsideac.co.uk
www.facebook.com/wildsideactivitycentre

Location: Wildside Activity Centre, Hordern Road, Wolverhampton WV6 0HA

Salary: £22,911 – £24,799 pro rata: NJC scale points 15 - 19

Closes: 24.07.20

Job Ref: WAC PO 02

Sector: Charity and environmental

Job Type: Project Development

Contract Type: Part-time. Permanent.

Working Pattern: To be agreed.

Hours: 14.8 hours per week