# Job Description: South East Wales Coordinator

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**Post Title**: Regional Coordinator

**Salary:** £26,528(2 days per week, pro rata)

**Contract:** Fixed term until June 2023, possible continuation depending on funding\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Responsible to**: Woodland Wellbeing Projects Coordinator (Wales)

**Responsible for:** Woodland Wellbeing Project Officers within your region

**Key Relationship**: The project team, regional partnerships with health and social care, health board, local funders, delivery providers.

**Based at:** Within the Region you are responsible for.

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| Job Purpose:   * To develop and facilitate key regional partnerships, specifically to increase social prescribing to the outdoors and raise the profile of the benefits of nature for health and wellbeing, embedding services in the health and social care system. * To implement the ENRAW funded Outdoor Health Project in the region, through the development of Social Prescribing Clusters, running outdoor health and woodland wellbeing programmes, and supporting woodland site development. * To increase training and skills development across the region through coordinating training, both internal and external, accredited and non-accredited, to build the outdoor health and social prescribing agenda. |

## Main Functional Duties and Responsibilities:

# Specific responsibilities

* Manage and support the Project Officers to deliver ‘Woodland Wellbeing’ and ‘Outdoor health’ programmes in the region maintaining local and regional relationships for delivery and referrals.
* Develop partnerships with key organisations nationally and locally, including those within the health and wellbeing sector, environment sector, community development and woodland organisations.
* Manage part-time Project Officers within your region through the support and appraisal system.
* Support Project Officers to ensure effective management of freelance contractors and volunteers involved in project delivery following procurement and induction processes.

* Represent Coed Lleol (Small Woods Wales) at events and conferences, including giving presentations.

* Ensure high standards of project activities (including woodland health activities, seminars and workshops, and training courses) are carried out.
* Support local partner organisations in each project location to participate in consultation and project planning and delivery through stakeholder meetings, participatory design of activity programmes, other methods of consultation.
* Support Project Officers to manage the project area budgets for your region, which will be overseen by the Projects Coordinator.
* Ensure data collection and record keeping is carried out and entered into the project database accurately by local team.
* Identify and prepare local funding proposals to support, continue and enhance local area activity, with support from the Projects Coordinator.
* Share regional knowledge with the Woodland Hubs Coordinator and work with them to develop specific sites, where appropriate.
* Provide regular reports and attend meetings with Coed Lleol (Small Woods Wales) Team members.
* Carry out any other similar duties as can reasonably be required of the post.

**Person specification**

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|  | **Essential** | **Desirable** |
| **Experience** | Experience of networking and work with local communities.  Experience of staff and project management.  Prior experience of working on outdoor health or woodland projects. | Work within the voluntary/charity or environmental sector  Experience of partnership working and servicing an advisory group  Experience of community development approaches to project development |
| **Knowledge** | Knowledge and enthusiasm for woodlands and people  Knowledge about event coordination | Knowledge of key issues and organisations in the environment/forestry and health sectors in Wales |
| **Skills and abilities** | Skilled in budget management and management of grant-funded projects  Excellent Word processing and IT skills  Excellent communicator, through presentations, reports and email; excellent interpersonal skills.  Good facilitator, able to lead group discussions and meetings | Experience of group facilitation and giving presentations  Experience of marketing/promotion  Welsh speaker or willing to learn the language  Current driving licence and own car insured for work use |
| **Qualifications** | Relevant degree/professional qualification or equivalent experience | Project Management Qualification |
| **Personal qualities** | Motivated, confident, committed individual  Team player, able to inspire & motivate others  Able to work on own initiative with minimum supervision.  Able to communicate with people at all levels, internally and externally.  Self-starting and proactive | Understanding of and commitment to the principles of sustainability and inclusion | |