



Job Description

POST:	Project Coordinator
DURATION:	18-month fixed term
HOURS:	37.5 per week
FLEXIBILITY:	Flexible working proposals will be considered
SALARY:	£34,000 pa
LOCATION:	Bude Community Network Area
START DATE:	January 2021

Objectives of the Post

The Project Coordinator will be responsible on behalf of Bude Climate Partnership for the successful delivery and completion of Bude Together, an 18-month community project for which the Partnership and its lead partner, Bude Coastal Community Team CIC, secured funding from The National Lottery Community Fund's new Climate Action Fund.

This climate-change project seeks to develop the community's understanding of its carbon footprint with a view to reducing it. It is centred upon Bude but embraces the entirety of the Bude Community Network Area as defined by Cornwall Council.

Bude Together is a community response to strand two of Bude-Stratton Town Council's Carbon Action Plan, version 1.2 of which was agreed by the council on March 5, 2020, six months after it declared a Climate Emergency. The ultimate objective of Bude Together is summarised in the statement on the difference the project aims to make:

'This development project, led by environmentally focused, community-based organisations, will commission a series of research studies that will investigate and explore the impacts of climate change in Bude and its surrounding areas, to help the community to prioritise potential approaches that mitigate these threats and reduce the community's carbon footprint. This supports the area's ambitions to become: carbon neutral by 2030; a leading sustainable tourist area; and an exemplar project for other coastal areas. The evidence base will strengthen any future funding applications and lay the foundations for a potential full award application.'

Project Background

This 18-month project is divided into three phases, each lasting six months. The first phase – *Initiation and Research* – starts with the employed staff initiating research projects and setting up community engagement programmes. The studies will test our community's assumptions about ways of mitigating specific and general contributions to the Bude area's carbon footprint.

Our assumptions are based on data, statistics and anecdotal evidence gathered by our partners, which suggest that various specific activities, demographics, conditions and behaviours are contributing to the greenhouse gas emissions in our locality.

To succeed, our community engagement needs to contact and influence hard-to-reach groups within our area as successfully as those groups that are traditionally more engaged in climate change issues.

The second phase – *Implementation and Engagement* – involves building on the work started in the first phase; launching new projects; increasing community engagement; and turning research findings from the first phase and early parts of this second phase into pilot implementation projects.

The third phase – *Continuity and Sustainability* – involves final assessment of research and pilot implementation projects; widening and deepening community engagement; and finding ways to ensure the continuation and sustainability of the engagement projects, as well as a new climate response programme, beyond the end of the funding period.

It includes laying appropriate foundations for an application to the Lottery Climate Action Fund for further funding for delivery projects that arise from the research in this development project. This phase culminates with a Community-Partnership Climate Change Conference.

Research Projects

Community Carbon Audit (Months 1–6)

Delivered by an external supplier sourced and commissioned by the Project Coordinator
A baseline assessment of the locality's carbon footprint and the sectors in which it lies is needed in order to work towards our target of carbon neutrality in Bude-Stratton by 2030. This report on the community's carbon footprint will accompany separate transport and tourism studies and carbon audits undertaken by Bude-Stratton Town Council (and possibly Budehaven Community School) into their operations and services.

Tourism Study – initial scoping phase (Months 1-2)

Delivered by the Project Coordinator

The population of the Bude area increases by more than 1000% during the summer. To tackle local climate change, we need to understand how 200,000 visitors a year impacts on the carbon footprint of an area with a population of 18,000. The initial scoping phase of this project, undertaken by the Project Coordinator in the final months of 2020, will provide insights that will help to direct the main part of the study to be commissioned from an external supplier and to be undertaken over the 2021 tourist season.

Transport Study (Months 2–8)

Delivered by an external supplier sourced and commissioned by the Project Coordinator on behalf of Connect Bude.

With few buses, no trains and more than an hour's car journey from the nearest hospital, train station, higher education or municipal offices, Bude's isolation makes the area heavily reliant on personal transport. The Bude area has significantly higher than average car ownership and a high percentage of cars more than 6 years old. The study must: provide data on local transport habits and their impact on our carbon footprint; explore means of reducing reliance on personal transportation; recommend alternatives that would help to reduce the Bude area's dependence on private transport

Reaching Older Generations Study (Months 1–6)

Delivered by an external supplier sourced and commissioned by the Project Coordinator
Bude has a disproportionate elderly and retiree population, a demographic that is typically less engaged with climate change issues, but which also often has a higher disposable income and a larger carbon footprint than younger demographics. To shine light on influencer dynamics and social drivers, the study must combine a meta-review of existing data; ethnographic interviews with the local demographic; group interviews with families, couples and inter-generational groups; and expert interviews with anthropologists or behavioural scientists working with this demographic.

Climate Resilient Catchments Project – research phase (Months 1–4)

Delivered by Westcountry Rivers Trust and overseen by the Project Coordinator.

Our largely agricultural rural area can play an important role in reducing the impact of climate change events on our local rivers and water courses, while also seeking ways to mitigate greenhouse gas emissions through carbon sequestration. This research phase will provide a detailed assessment of the areas within the Bude Community Network Area

that face the greatest risk of impact of climate change and areas where carbon could be sequestered.

Climate Change Impact Report (Months 1–6)

Delivered by the Project Coordinator

As an exposed coastal community, Bude-Stratton is at the sharpest edge of the impacts of climate change. We need a full understanding of the damaging effects that extreme weather will have on our local environment so that we can take action to mitigate physical, economic and social damage while we work towards carbon neutrality. The output will be a summary report compiled by the Project Coordinator, drawn from existing environmental studies, consultation through expert interviews, the area's carbon audits and the various research projects commissioned by this partnership project.

Tourism Study – full research phase (Months 7–16)

Delivered by an external supplier sourced and commissioned by the Project Coordinator.

Referencing the initial scoping phase of this project, the main, empirical research phase will be undertaken in the March–September 2021 tourist season and will report by the end of 2021. It aims to improve understanding of tourism's impact on the Bude area's carbon footprint and to provide recommendations of ways of mitigating those contributions.

Climate Resilient Catchments Project – pilot phase (Months 7–12)

Delivered by Westcountry Rivers Trust and overseen by the Project Coordinator.

Having completed a research study in Months 1–4 into ways in which our largely agricultural rural area can play an important role in mitigating climate impacts and sequestering carbon, this pilot study will test findings by gathering data and investigating engagement experiences with the local farming community and agricultural businesses.

Physical Hub Study (Months 7–18)

Delivered by the Project Coordinator on behalf of The Refill Shop, if necessary drawing on external consultancy.

To further the project's aim of achieving carbon neutrality in Bude by 2030, our partnership needs a focal point. In the first instance, this will be the virtual hub, but in the long term it needs a physical presence to bring together the services and work provided by its disparate but interlinked core and affiliate partners. The study will examine costs and investigate fundraising to rent or purchase a venue that will perform multiple functions. In the first instance, it will serve as a one-stop shop of climate crisis-appropriate advice, services and products for Bude-area residents, business and organisations. This will be in the context of additional retail space that will enable the ReFill shop to expand its offerings, provide space for a Library of Things, and allow other core and affiliated project members to provide products and services that would help to reduce Bude's carbon footprint. A café offering food sourced locally would help support the hub's running costs and aid engagement with local residents and tourist visitors.

Library of Things Study (Months 9–18)

Delivered by the Project coordinator on behalf of Repair Café Bude, if necessary drawing on external consultancy.

Repair Café Bude already contributes to local climate change mitigation by reducing waste and consumption. To extend its reach and offerings, Repair Café Bude wants to establish a Library of Things from which local residents could borrow useful but infrequently used household items, which would benefit the community's carbon footprint and help to address local poverty issues. This study will investigate all aspects of establishing a Library of Things, focusing in particular on fundraising opportunities.

Engagement Projects

Virtual Hub – establishment phase (Months 1–6)

Delivered by the Project Coordinator in collaboration with a local website developer.

The project staff are responsible for creating and commissioning content to support the project's aims by: providing an online resource to serve and inform the local community; knitting together the offerings of the various core and affiliated project partners; sharing the project partnership's findings and experiences with other Lottery Climate Action Fund grant recipients. This new online resource will build into a portal that: presents best practice for reducing carbon footprints; signposts local residents and businesses to local community organisations that can offer assistance; and provides a network resource to connect with other Lottery Climate Action Fund projects.

Videos and Podcasts (Months 6–18)

Delivered by the Project Coordinator in collaboration with a local video/podcast contractor and the virtual hub website developer.

Videos and Podcasts have been shown to reach people who do not access information in other ways. A series of monthly videos and podcasts to promote the project, inform and engage locals and others on the progress of the project, and share learning and best practice. These will take the form of interviews with project partners, affiliates, local residents and local businesses, academic partners etc. The videos and podcasts will be hosted on the virtual hub, disseminated on social media and used at events such as the community conference.

Engagement of Hard-to-Reach Demographics (Months 7–18)

Delivered by The 2-Minute Foundation and Cleaner Seas Project, overseen and guided by the Project Coordinator.

Direct community engagement is essential to our project's aim of targeting demographics that are traditionally difficult to reach through climate change campaign activities. These groups include over-65s, the agricultural community, tourists, and those for whom socio-economic factors hamper climate change responses.

School/Community Toolkits (Months 7–18)

Delivered by external supplier(s) sourced and commissioned by the Project Coordinator.

Toolkits of information, guidance, contacts, hints and tips for schools and/or the community will help local people be better informed about climate change issues and the actions that can be taken to address carbon emissions.

Virtual Hub – development phase (Months 7–18)

Delivered by the Project Coordinator in collaboration with a local website developer.

To support the project's aims, this online resource will expand from supporting local residents and businesses to now reach other communities and Lottery Climate Action Fund recipients. It will share best practice on climate change mitigation methods and signpost communities to organisations that can offer assistance. It will be updated several times a month with text, images, videos and podcasts.

Continuity and Sustainability (Months 13–18)

Delivered by the Project Coordinator, possibly in collaboration with external consultancy.

Bude Together's third phase builds on work from the previous phases and ensures the continuation of our community's climate change response beyond this first funding period of The National Lottery Community Fund's Climate Action Fund. It encompasses collation, assessment and analysis of the first two phases of the project to develop a vision and strategy that will enable Bude Climate Partnership to put itself in a good position to obtain further funding from the Lottery and/or other appropriate bodies. It also involves liaising with partners to turn our incubated projects, research and practices into regional, national or international initiatives where appropriate.

Community-led Climate Change Conference (Month 18)

Delivered by the Project Coordinator in collaboration with partners and external suppliers.

Bude's peripherality has made its community adept at developing and incubating its own innovative solutions to environmental problems. However, the area's isolation means we also suffer isolation from the experiences of better-connected communities. The conference is an opportunity for our community to share with and learn from other partnership projects funded by the Lottery Climate Action Fund, as well as other similar peripheral, rural or coastal communities.



Principal Duties

1. Supervise and manage all research and engagement projects that comprise the Bude Together project, ensuring all are delivered on budget and on time.
2. Supervise and manage a part-time Project Assistant to aid delivery of the project.
3. Manage budget allocations for core partners' projects and for work commissioned to benefit the partnership and/or individual partners.
4. Ensure all financial transactions are in keeping with the Partnership's Financial Management Processes.
5. Analyse, consult on, specify and commission all research briefs, including sourcing contractors and overseeing the tendering process where appropriate.
6. Liaise with local community-led environment groups to draw on their established expertise in turning local initiatives into national and international movements.
7. Engage with the local and wider peripheral and/or coastal communities via a virtual hub, podcasts, videos, literature, toolkits, public meetings and conferences.
8. Publicise the Partnership's work and aims by means including but not limited to social media, press releases, public meetings, conferences and direct contact.
9. Engage and liaise on behalf of Bude Climate Partnership with other organisations involved in climate change-related work and initiatives in the Bude Community Network area, including but not limited to Cornwall Council, Bude-Stratton Town Council, Cornwall and Isles of Scilly Local Enterprise Partnership, and Budehaven Community College.
10. Reflect and respond to the functioning of the project partnership by: keeping a weekly self-reflective diary; chairing a monthly partnership meeting to discuss progress and promote interactions within the partnership; reporting to a bimonthly meeting with the Bude Coastal Community Trust board; attending Bude Community Network Panel meetings of all 11 parishes in the project-partnership area; attending meetings of the Bude-Stratton Town Council Climate Change and Environment Committee.
11. Monitor progress by setting targets and collating data for engagement, change, movement building and partnership relationships.
12. Compile a formal monitoring report providing statistics, trends and comment every six months, and a finance update every quarter, for the Partnership to submit to The National Lottery Community Fund.
13. Develop and nurture relationships with outside organisations, such as NHS, Cornwall Council, public transport and public services providers, local schools and businesses.
14. Consult with academic institutions and other relevant experts where applicable.
15. Attend any support and learning, conferences or meetings to which The National Lottery Community Fund requires the attendance of Bude Climate Partnership.
16. Explore fundraising from external sources, where appropriate, to support Bude Climate Partnership projects currently not encompassed by the funding provided by The National Lottery Community Fund Climate Action Fund.



Person Specification – Project Coordinator

If the panel decides, from the information contained in your application, that you do not meet any one of the essential criteria, then you will not be shortlisted.

Applicants should clearly and unambiguously demonstrate in their application how they meet all the criteria outlined below. Clear evidence should be provided of all the elements of each criterion in the application form giving specific length of experience, examples and dates. It is not sufficient to provide a list of duties and responsibilities. The selection panel will not make assumptions from the title of an applicant's post or the nature of the organisation as to the skills and experience gained.

If an applicant does not provide sufficient detail, including the appropriate dates, in their application form against each individual criterion as stated, the selection panel will reject the application.

If you believe that your qualifications are equivalent to those listed, then this must be clearly detailed in your application. The panel may request you to provide evidence of equivalency.

If at the first stage of the recruitment exercise, a high number of applications have been shortlisted using the essential criteria, the panel will also apply the desirable criteria for shortlisting purposes.

Essential Criteria

1. Demonstrable experience of delivering multi-faceted information-based and engagement-based projects to tight deadlines and budgets.
2. Demonstrable experience of report writing to present scientific or technical information and statistics accurately in order to explain and make recommendations to aid decision makers.
3. Demonstrable experience of the ability to create briefs, source contractors and commission reports of a scientific or technical information nature.

4. Demonstrable experience of supervising or managing people.
5. Robust knowledge of budgeting, monitoring and reporting, including correct financial management procedures.
6. Exemplary oral and written communication skills to liaise with local residents, stakeholders, academic institutions, service providers and community groups.
7. Proven ability to be the public face of an organisation and to gain beneficial publicity and media attention for the organisation's work.
8. Evidence of success in making bids for funding to public or private organisations.
9. Access to a form of transport that will permit the applicant to meet the requirements of the post in full.

Desirable Criteria

1. A degree or equivalent in a science or an environment-related subject.
2. Demonstrable experience of using Microsoft Office suite of applications in particular Microsoft Outlook, Word and Excel, or equivalent office software suites, in a work situation.
3. Evidence of a personal commitment to combatting climate change in line with Bude Climate Partnership's principles and ethos.
4. Demonstrable understanding of how global climate issues impact on peripheral and coastal communities, and how Bude Climate Partnership's projects dovetail with other climate change initiatives in the Bude area and more widely in Cornwall.
5. Demonstrable experience of engaging with hard-to-reach groups.



Conditions of Service

The conditions of service for Bude Climate Partnership will be set out in the postholder's contract of employment. The main conditions of service applying to the post are:

1. **Hours of employment:** 37.5 hours per week, exclusive of meal breaks. The postholder will occasionally be expected to work unsocial hours, and a system of time in lieu will operate.
2. **Pension:** In keeping with pension legislation, the employer will enrol the postholder into the Nest workplace pension scheme and make an employer's contribution of 3% of gross salary.
3. **Holidays:** Equivalent to 30 days paid holiday annually including statutory holidays.
4. **Location:** The work centres on the Bude Community Network area and all postholders are expected to locate themselves within immediate reach of the area within the working week.
5. **Transport:** The Bude Community Network area is remote, dispersed, peripheral and has exceptionally poor public transport provision by comparison to other parts of the UK. The postholder is expected to be prepared to travel widely within the area, the rest of the Cornwall and occasionally further afield. Consequently, the postholder must have the means and ability to travel regularly to different sites to meet the requirements of the post in full.
6. **Conflicts of interest:** To avoid potential conflicts of interest, no postholder can be in a decision-making position or work in any other capacity for any of the seven voting partners, or any of the Partnership's potential contractors or suppliers, for the duration of their employment on this 18-month contract.
7. **Start date:** To comply with the requirements of The National Lottery Community Fund, the postholder must be available to start work in January 2021, ideally on January 4, 2021.
8. **Probation period:** Three months.



Please Note

If at the first stage of the recruitment exercise a high number of applications have been shortlisted using the essential criteria, the panel will also apply the desirable criteria for shortlisting purposes.

Applicants are encouraged to submit applications by email to the following address:
recruitment@wrt.org.uk

Hard copy applications by post or hand are welcomed and all applications will be treated equally regardless of how they are submitted. Please send hard copy applications to: Bude Climate Partnership, c/o Kasia Lewis, Westcountry Rivers Trust, Rain-Charms House, Kyl Cober Parc, Stoke Climsland, Callington, Cornwall PL17 8PH.

Please note that, because of covid-19 restrictions, interviews will take place online via Zoom in the week beginning Monday, November 30, 2020, and candidates must make themselves reasonably available at this time.

CVs will not be accepted. Incomplete applications will be rejected.

Applicants should note, when returning application forms by post, that the correct postage for the weight and size of the envelope is required otherwise it may be delayed, possibly not meeting the closing date and therefore, be refused. Late applications will not be accepted.

It is the responsibility of applicants to ensure that the application form is fully and correctly completed and signed and that all relevant information in support of their application is included.

Bude Climate Partnership accepts no responsibility for checking forms upon receipt and/or notifying candidates if forms are unreadable or incomplete for technical reasons, or otherwise.