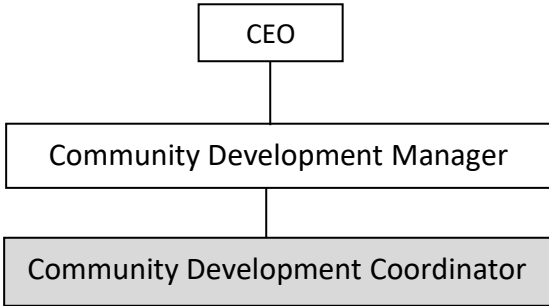


Job title	Community Development Coordinator (Environmental Sustainability)	Department	Sustainable Communities
Position reports	Community Development Manager	Position is responsible for	Volunteers
Location: South Gloucestershire - Patchway Office, Kingwood Office plus some home working			
Main purpose of job: To work with local residents, agencies and partners to bring people together through activities and events to ensure promote environmental sustainability.			
Position in Organisational Structure			
 <pre> graph TD CEO[CEO] --- CDM[Community Development Manager] CDM --- CDC[Community Development Coordinator] </pre>			
Length of contract: 2 years subject to funding		Salary: £24,249 per annum pro rata £12.57 per hour 21 hours per week	

Main duties
<ul style="list-style-type: none"> • Provide community leadership working in partnership with groups involved in environmental sustainability and encourage new groups to get involved (including Town and Parish Councils) • Promote South Gloucestershire Council's Climate Emergency Community Engagement Forum encouraging membership to help shape delivery of SGC's Climate Emergency strategy • Raise funding to support community development approaches towards environmental sustainability

Last updated: December 2022

Date of next review: December 2023



- Building relationships with and between community environmental groups
- Be a persistent and reliable conduit for introductions and linking people with others, groups, and activities in relation to environmental sustainability
- Identify and share best practice in relation to environmental sustainability
- Engage and involve people, agencies, and partners so that people feel they can influence decision making and that their voice is important.
- Be a “go to” person for information, support, and volunteering opportunities in environmental sustainability.
- Advocate volunteering by sharing best practice and supporting people to access local opportunities.
- Promote opportunities for social action including encouraging environmental sustainability champions
- Coordinate the steering group and work with key partners such as CVS South Gloucestershire and West of England Rural Network

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