



### **Project Manager - Part time role**

Join us in the making the 2023 **South West Herts Great Big Green Week** (GBGW) a well management and far reaching event for communities across Hertsmere, Three Rivers and Watford.

Help us to:

- successfully coordinate the GBGW delivering a varied and interesting programme of events that increases awareness of the climate crisis and sustainability in order to create real change;
- apply for funding (i.e. grants) for the GBGW through a number of channels;
- research environmental and 'green' groups across the area to bring more organisations together for the events and to support ongoing collaboration; and
- support with hands on project management of the week itself.

Watford and Three Rivers Friends of the Earth (W3RFOE) are looking for one individual or a company to undertake the role descriptors below.

These role descriptors are for short term paid work from now ongoing to the 20<sup>th</sup> June, with hours per week expected to increase in the final run up to the GBGW itself.

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#### **Deliverables**

- **Coordination**
  - With the Working Group (WG) support the development of the GBGW project plan, its improvement, refinement or adaptation over the life of the project
  - Maintain the project plan and ensuring deadlines are met; flagging up issues to the WG
  - Produce up to date project plans, with up-to-date budgets, for each WG meeting.
  - Ensure records are kept in accordance with data protection requirements, and that all records, including contact information, are provided to W3RFOE on completing the contract
  - Ensure all materials involved in or necessary to the completion of this project are accessible to the WG throughout the contract and are provided to W3RFOE on completing the contract
- **Fundraising**
  - Identify sources of potential funding (grants/ business/ sponsors etc.)
  - Draft high quality applications for funding that meet the Funders requirements

- **GBGW events programme development including Green Watford Market**
  - Identify/ research environmental and 'green' groups across the three districts to bring more organisations together for the events and to engender ongoing collaboration
  - Contact groups to promote GBGW and identify/ confirm what their event will be
  - Review all event applications for accuracy against required details, including following Health and Safety requirements, and pull together the activities and events proposed by the groups into a coherent programme, liaising in a timely fashion with each group as is necessary
  - Produce the events programme in a clear format with all relevant data for the Media and Communications consultant to be able to produce the final public facing programme
  - Working closely with the Media and Communications consultant and the WG to finalise the events and market programme
  - Liaising with and supporting the WG and the Media and Communications consultant on publicising the GBGW programme on website, social media and local press etc.
  - Maintain good relationships, and share essential information with organisers of the Groups using email, phone, newsletters, personal contact
  - Ensure any relevant GBGW logistics are in place
- **Event support during GBGW**
  - Troubleshoot, including being on the end of the phone, resolving problems and answering queries
  - Support GBGW events as may be agreed between the parties
- **Budget management**
  - Track income and expenditure, keeping track of payments made and payments due
  - Complete the budget and financial review to include in final report to funders.
- **The collection and reporting on evaluation data**
  - Work with the Working Group to plan evaluation
  - Develop evaluations including suitable formats for individuals, organisers, volunteers/working group and focus groups together with the WG (i.e. surveys/ focus groups etc.)
  - Ensure evaluation collection is in place
  - Analyse outputs of evaluation and produce final evaluation report for presentation to funders/ event organisers.
- **Meetings**
  - Attendance at WG meetings and regular planned meetings with the Project Lead.
  - Positive working relationships maintained with WG members and Media and Communications consultant

We are looking to be as far reaching as possible with the scope of the GBGW so please suggest ideas and new ways to reach as wide an audience as possible – the role descriptor above should not be seen as fixed or limiting in scope (☺).

If you are interested in all/ any elements of the work above please contact [sustainableswherts@greenwatford.uk](mailto:sustainableswherts@greenwatford.uk) for further details.

We look forward to hearing from you.