



Scoping Local groups – short term contract

Join us in the making the 2024 **South West Herts Great Big Green Week** (GBGW) a well management and far-reaching event for communities across Three Rivers and Watford.

The Great Big Green Week is an exciting opportunity for our local community in Watford & Three Rivers to find out more about the environment, the natural world in their area, and what they can do to help preserve it.

It is part of the national Great Big Green Week – the UK’s biggest celebration of community action to tackle climate change and protect nature.

This year it is from 8-16 June – the aim is to increase understanding of why it is important for change to happen, what the climate means locally and how individuals can make a difference. We want to promote greater ongoing individual & community participation to protect our nature and biodiversity.

Afterall – nothing changes if nobody changes – and so we need people to see the need for change and that they can make an individual difference to our environment.

Help us to research and proactively engage a wide range of community and local groups across the area to promote GBGW as well as engendering and developing connections to support ongoing collaboration.

Watford and Three Rivers Friends of the Earth (W3RFOE) is open to a company or freelancers undertaking the role descriptors below.

These role descriptors are for short term fixed contract from now ongoing to the 30th March 2024.

Deliverables

- **Scoping local groups and entities to engage in the GBGW to increase breadth and diversity**
 - Identify/ research community, local and environmental groups across the two districts to raise awareness of the GBGW and bring more organisations together to either run or get involved in events
 - Identify/ research local and community groups in the area, specifically those areas where there is historically a lack of engagement from environmental groups
 - Make initial contact with groups to explain the GBGW and the work of W3RFOE

- Set up meetings with a selection of groups agreed with the GBGW Working Group (WG), either in person or virtual, to discuss areas of synergy/ interest with their interests and those of the GBGW (including the Green Market) and the work of W3RFOE (which will also be attended by a W3RFOE member to engender ongoing collaboration)
 - Get feedback from groups on the type of event that would appeal to their members and their recommendations regarding reaching their members with information on relevant events
 - Highlight to groups how they can get involved in GBGW and where applicable pass over their details to the Project Manager to support the group in identifying what their event/ market stall will be
 - Identify organisations that align with the aims of the Green Market and make them aware of the option to be involved
 - **Meetings**
 - Attendance at regular planned meetings with the Project Lead and WG.
 - Positive working relationships maintained with WG members
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- Up to approximately 5 days work between contract award and the 30th March
 - Rate up to £18 per hour dependant on experience
 - Work from home flexible hours with the exception of meetings with groups
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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, please send CV and cover letter outlining any previous events experience to sustainableswherts@greenwatford.uk. Interviews to take place in the first week of March (tbc).

We welcome any questions you may have and look forward to hearing from you.