

Job Title:	Project Co-ordinator
Responsible to:	Director – Clapton Commons
Salary:	£10,200 PA FTE £25,500
Hours:	Part Time: 16 hours a week but these can be flexible
Holiday:	11.5 days PA (pro-rata) plus bank holidays.
Contract duration:	Until September 2024 with a view to extension as long as funding continues to be secured

Further details and how to apply

Job description and project details below:

To apply please send:

- Your CV
- Please write a covering letter on why you are the best person for this role. Include examples relevant to the job description. (Please write no more than two sides of A4.)

Return both documents to info@claptoncommons.org by **5pm, Friday 26 August 2022**.

About the project

In September we are launching a two-year partnership project to continue to develop the work of **North Hackney Neighbourhood Alliance (NHNA)** to bring systematic and institutional change in our neighbourhoods. Funded by **Trust for London** we are looking to employ a part-time Project Co-ordinator to oversee this project that is seeking to enable people with lived experience to participate in resolving issues related to poverty and powerlessness.

A key focus of the project is housing. We have uncovered that a majority of residents who access our various services and projects are impacted by substandard housing

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conditions across three distinct housing tenures (temporary accommodation, the private rented sector (PRS) and social housing). As a result, we want to build self-sustaining community organising that will provide long-term change to residents and the communities they live in. We can do this by building relationships with our neighbours across different backgrounds, cultures and opinions, and forging better connections and understanding between local institutions. We are aiming to develop the skills and capacity necessary to address this problem of poverty, inequality and poor health as active participants in the transformation of their own lives, while strengthening the bonds between local communities, anchor institutions and the local authority that are critical to building strong, healthy and resilient neighbourhoods.

The project has four key strategic outcomes that will be achieved through the development of our organising programme:

1. Tangible improvements to the housing and living conditions of residents and tenants in temporary accommodation, private and social housing.
2. Increasing the knowledge and education of local people about their rights in order to more effectively address the issues that directly affect them.
3. Developing civic leadership, which increases the resilience, empowerment and participation of local residents to address the issues that create the poverty and inequalities they face.
4. Increasing the depth of connection in our neighbourhoods through building trust and relationships in our communities, relationships between anchor institutions and sectors and building civic responsibility.

About NHNA & Clapton Commons

The North Hackney Neighbourhood Alliance (NHNA) was set up as a response to the issues around food poverty during the first lockdown of the Covid-19 pandemic. The three anchor community organisations – Round Chapel: Old School Rooms <https://theroundchapel.org.uk/> Boiler House <https://n16boilerhouse.com/> Clapton Commons <https://www.claptoncommons.org/> – found common cause through partnership and collaboration to respond to the post-Covid environment and the disproportionate impact the virus has on people on low or no incomes. Through harnessing local responses to local needs there was a high level of engagement through volunteering, from neighbours responding through local mutual groups, and local residents on estates identifying key issues to address. The involvement of local people was central to an emergency response to tackle food poverty, isolation and poor mental health.

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This project is a partnership project with the Boiler House and the Round Chapel Old School Rooms. Both partner organisations run dynamic community spaces, providing a broad range of community services working across demographics, serving different neighbourhoods in the wards of Lea Bridge and Cazenove in Hackney.

Clapton Commons is the lead partner. It was established by a group of local residents and members of St Thomas' church in Stamford Hill with the shared aim of improving our local neighbourhood for the common good of all local residents. Our work is based on the principle of asset-based community development, with a focus on community building and organising and bringing local communities into relationship with one another to bring about action and sustainable change in our neighbourhood.

The vision and mission of Clapton Commons is to bring communities together and to find new ways to fulfil its civic role, embedded in local relationships and to act in a way that is meaningful for the whole neighbourhood.

Job Description:

About the Role

- To be the key link-role between the three founding NHNA partners.
 - To work closely alongside lead-partner and the Community Organiser to create and manage delivery plan for the TFL grant
 - To provide administrative and project support towards the implementation of NHNA listening campaigns and their subsequent actions at the grassroots/community level
 - Ensuring that the project maintains strong, appropriate and effective communication between partners and externally with local residents and partners
 - Support the Community Organiser and partners to transform local citizens' default script from 'service-users' to community leaders and active participants in systemic change.
- **Key Areas of Responsibility**
 - To support the lead partner in the relationship with Trust for London on all issues relating to the implementation of the grant objectives, including training available to grantees.
 - Liaising with the NHNA steering committee on a regular basis
 - Grant management – oversight of budget, spending and invoicing
 - Work closely with the partners to establish shared systems and shared resource-base to support delivery of the project
 - Oversee the data collection, MLE process, developing relevant evaluation tools (quantitative and qualitative)

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- In collaboration with the Community Organiser, Partners, Steering Committee, take part in NHNA organising process of relationship building using a framework of one-to-one conversations, listening sessions, research, action, and evaluation;
 - Organise reflection meetings at the local level to assess progress
 - Maintaining an updated and accurate contact database of community leaders
 - Contribute to the creating a 'culture of learning' across member organisations, in particular the capturing and definitions of common NHNA practices, as exemplified by community leaders (drawn from volunteers and service users)
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- **Person Specification**
 - Direct experience of community organising and / or community development settings or have worked with organisations that have used either of these approaches in their work.
 - Experience of working on campaigns related to housing and housing issues
 - Experience of project management
 - Ability to work with minimal supervision.
 - Networking and influencing skills.
 - Experiencing of working in partnerships, alliances and networks
 - Passion for housing issues.
 - Ability to maintain effective working relationships with people from all backgrounds
 - Good problem-solving skills
 - Strong IT literacy with a preference towards Office 365 & Google
 - Experience of working in voluntary and community sectors

For more information about **Clapton Commons** please go to

www.claptoncommons.org