

HASTINGS VOLUNTARY ACTION (HVA)



JOB DESCRIPTION (October 2024)

Job Title:	Nature and Health Development Officer
Responsible to:	Project Steering Group (Line Managed by Director HVA)
Location:	Jackson Hall, Portland Place, Hastings, TN34 1QN
Hours:	2.5 days per week (0.5 FTE) (note: A full time working week at HVA is 37 hours)
Salary:	NJC Scale 23-25 (£33,366-£35,235 pro rata)
Duration:	Fixed term contract 17 Months depending on date of appointment
Holidays:	Proportion of 27 days plus bank holidays pro rata
Pensions:	HVA will match contributions of up to 7% of annual salary in a NEST pension scheme

BACKGROUND AND CONTEXT

HVA act as an “Intermediary body” on behalf of Public Health East Sussex to manage a grant designed to improve access to green spaces and the develop the capacity of local organisations or individuals to create or manage such spaces. These might range from large parks in the ownership of a Local Authority, woodland managed by a Community Land Trust or even “micro spaces” developed by small groups of activists for growing or community use.

There is increasingly compelling [evidence](#) showing that access to greenspaces really matters for our health. However, that evidence also shows access to good quality greenspaces such as parks, woodlands, fields or allotments varies greatly depending on where we live. The most economically deprived areas often have less available public greenspace, meaning people in those communities have fewer opportunities to reap the benefits. Greenspace, as well as natural elements including green walls, roofs and incidental vegetation, are increasingly being recognised as an important asset for supporting health and wellbeing. This ‘natural capital’ can help local authorities address local issues that they face, including improving health and wellbeing, managing health and social care costs, reducing health inequalities, improving social cohesion and taking positive action to address climate change. This project aims to build on the insight from a recent 6-month peer-learning initiative and a series of earlier community-led conversations focussing on how we can work better together to create a healthier, greener, more sustainable and biodiverse town in Hastings.

PURPOSE OF JOB

To provide development support to the Healthy Green Spaces Project Steering Group who are bringing together a diverse range of stakeholders to design and deliver a programme of activities over 18 months that help to recognise greenspaces as critical assets, and greener

communities as key to maintaining and supporting health and wellbeing in local communities. The main tasks of the role may include, but not be limited to the following aims:

- Develop a common agenda that defines the challenges and creates a shared vision to solve it.
- Develop narratives and storytelling approaches to communicate the shared vision to multiple and varied audiences.
- Provide a package of capacity building support to existing groups and activists in the community who are managing green spaces or seeking to develop new spaces.
- Codevelop an approach to 'performance and impact' that balances a need for learning and accountability, with design-approaches, experimentation and continuous learning.
- Develop approaches and support based on existing and emerging practice of nature protection and restoration, health improvement and community development.
- Create a developmental approach that is; genuinely led by community goals and plans to achieve these; which maximises opportunities for engagement and involvement, amplifying voices of groups experiencing barriers to accessing greenspaces; and creates collaborative relationships that build on community strengths and local leadership.
- To draw in further investment that build on the aspirations and insight of this initial exploration. This may include support to incubate appropriate organisational structures to enable bidding for funding whereby multiple entities are able to benefit from any successful bids for funding opportunities.
- To ensure local support for communities is joined-up and collaborative, including with local partnerships, including the [Healthy Weight Partnership](#), the Hasting Food Partnership, and the [Sussex Local Nature Partnership](#).

GENERAL DUTIES

The approach is community led and the development worker may include:

- Providing support to existing projects, including administration tasks and assisting at events.
- Supporting the project steering group in recording progress against its project plan and ensuring that it is provided with relevant and meaningful information in order to coordinate the delivery of the project.
- Supporting and liaising with the leaders of thematic groups and ensuring that the work of the groups is achievable and that progress is recorded and presented.
- Facilitate workshops or discussions so that the views of activists and volunteers are central to the process.

- Promote the activity of the project ensuring that information is accessible and that stakeholders are able to understand and input to the process.
- Where the Steering Group commission practitioners with specialist skills to ensure that appropriate mechanisms are in place to manage such arrangements.
- To manage a small grants process and ensure that appropriate monitoring feedback and learning is captured.
- To provide the Commissioners of the programme (East Sussex Public Health) with monitoring information as required in the Grant Agreement, or any subsequent Service Level Agreement or as requested including financial information (in conjunction with HVAs Finance Manager)
- Supporting events, workshops and learning opportunities.
- Deploy and manage funding which has been allocated to the project.
- Take part in HVA meetings for example team meetings or supervision sessions
- Assist with other duties, as needed. The duties outlined in this job description may change at any time in line with the project's needs.

The Approach

A key approach underpinning the project are the principles of [Collective Impact](#). Collective impact aims to support people to come together in a structured way to achieve social change. The five conditions and accompanying equity practices are a framework and guide that can be adapted to a given context. It is an important part of the project that the Development Officer is able to understand, promote and implement a programme of activity based on these conditions and practices.

Conditions

- A Common agenda:** All participants develop a shared vision for change that includes a common understanding of the problem and a joint approach to solving the problem through agreed upon actions.
- Shared measurement system:** Agreement on the ways success will be measured and reported with key indicators by all participating organizations.
- Mutually reinforcing activities:** Continuous Engagement of a diverse set of participants working in ways which support collective action and mutual support.
- Continuous communication:** Frequent communications over a long period of time as the project evolves together with opportunities to reflect learn and discover new ways of working.
- Strong backbone:** Having a team dedicated to aligning and coordinating the work of the group.

Equity Practices

- Ground the work in data and context, and target solutions
- Focus on systems change, in addition to programs and services
- Shift power within the collaborative
- Listen to and act with community
- Build equity leadership and accountability

PERSON SPECIFICATION

JOB TITLE: Green Spaces Project Development Worker

Please describe on the job application form and in the interview where you have the following experience and skills.

EXPERIENCE

- An understanding of the voluntary, community and not for profit sectors
- Experience of working in communities and a willingness to engage with community members, stakeholders and services.
- Experience of organising meetings and running community events and associated administration
- An awareness of the needs of smaller volunteer led community groups and the issues they face
- Experience of project management
- Experience of managing commissioned or grant funded activity
- An understanding of the relevant policy environment, particularly in relation to nature and health inequalities

SKILLS, KNOWLEDGE AND ABILITIES

- **Do our narratives simplify complex ideas?**
- **Are we sharing stories that engage our networks?**

- A flexible approach to work and a willingness to learn.
- Good organisational skills and ability to plan and prioritise and to meet deadlines
- Excellent communication skills (in person, on the phone and in writing)
- Able to work as part of a team, ask questions or seek support from colleagues
- Able to use Microsoft Office including Word, Excel and PowerPoint
- Ability to use initiative and be self motivated
- Awareness of professional boundaries and confidentiality
- Ability to think creatively and to add value to HVA projects

OTHER REQUIREMENTS

- Occasional travel within the Hastings area and beyond
- Occasional evening and weekend work may be required
- Willingness to undertake further relevant training, including

Closing Date: 26 November

Please return completed applications to:-

admin@hastingsvoluntaryaction.org.uk

or by Post to:-

Hastings Voluntary Action
Jackson Hall,
Portland Pl,
Hastings
TN34 1QN

Please mark the Envelope Health and green Spaces Application