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# COMMUNITY ORGANISER



# Welcome to High Trees!

High Trees was born of the local community 22 years ago, through collective community action to save the old library based in Tulse Hill, turning it into a Community Development Trust. Today, High Trees has grown significantly and is a well-regarded and trusted community anchor in Lambeth, delivering and leading on a range of integrated services to connect people and communities to strengthen skills and build stronger voices.

Our 4 cornerstone support areas provide integrated services in:

- **Community Education & Training:** We specialise in delivering basic skills training to provide individuals with the skills they need for work and life, including ESOL, functional skills, ICT and vocational courses
- **Employment & Career Support:** We provide person-centred employment support for long-term unemployed individuals and those stuck in low-paid work, to improve their economic position through sustainable employment opportunities and career progression
- **Children, Young People & Families:** Working on the basis of early intervention, we deliver a range of services focused on play, study and social action aimed at improving the aspirations and well-being of children and young people, and strengthen families
- **Community Action:** We embed Community Organising within the locality to nurture and capacity build individuals and community groups to develop advocacy skills and empower them to take collective community action on issues that affect them, whilst also improving representation in decision making

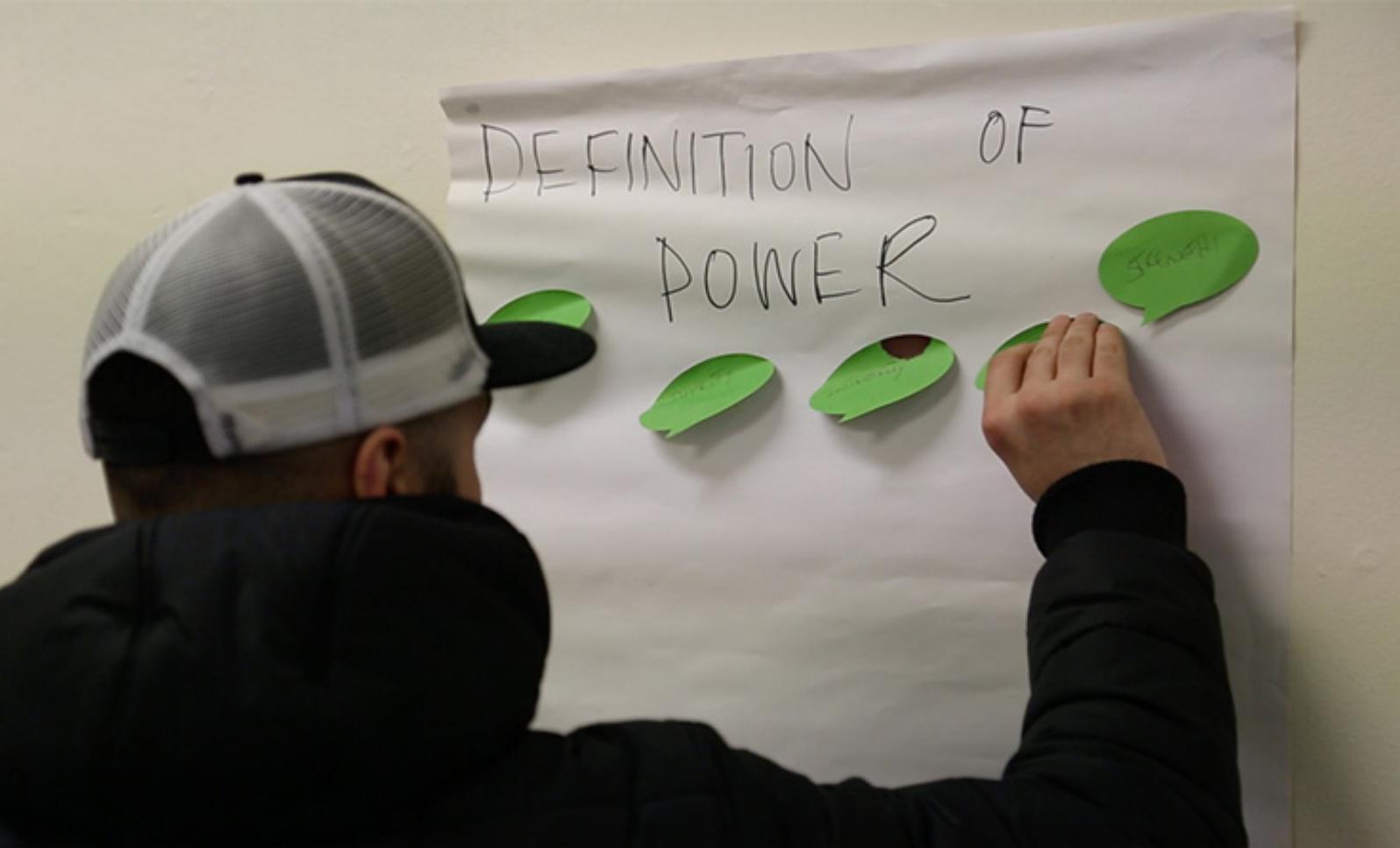
High Trees strives to ensure our services remain firmly rooted in the local community, responsive to and driven by local need and always delivered in the spirit of partnership and collaboration.

Our website is currently under development, and while our new site is not live yet, you can visit by following the link.

<https://hightrees.jonpontet.com/>

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## Community Action Service

The Community Action Team, using the principles and practice of Community Organising, works to support residents from the Tulsa Hill and neighbouring areas to build more active, represented and civically engaged communities.

Responsive to community need, the work is varied and challenging, whether providing training and mentoring for community members and groups, conducting listening campaigns or designing and delivering projects for other organisations. The team works across High Trees to make sure the principles of Community Organising is embedded in all of our work.

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# COMMUNITY ORGANISER

## Job Description

We are looking for a committed individual who has worked in community settings before, whether paid or as a volunteer, and who wants to make a real difference through their work. You may not be trained in Community Organising, but the principles of empowering individuals to act for themselves will appeal to you. You'll instinctively understand the sensitivities of working in community settings and the value of meeting everyone as people of great potential – and helping them see that potential in themselves. It may not be something you've done before, and we'll be happy to train you, but you'll be comfortable that at times a significant proportion of your role will be knocking on doors, listening to people's concerns and ideas and helping guide these conversations without dominating them. You will also be comfortable with planning and admin – thinking strategically about campaigns, planning your workload effectively and ensuring all the data needed to report on our work is collected and recorded accurately. You will be in one of High Trees key public facing posts, and you'll be an effective advocate for our work wherever you go, be this on the doorstep, at community meetings or with partners (existing and the new ones you will build).

Our Community Organiser will sit within our Community Action team and will be responsible for working within Lambeth, and with our partners, to engage residents using the principles of Community Organising to bring about action and long-term change.

Though you'll have some solid experience, whether in community work, campaigns or advocacy, High Trees will fully train you in Community Organising and the expectation is that within the first year you will gain a Level 3 qualification. Evening and weekend work is crucial to success in this role and will be required.

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<b>Job Title</b>	<b>Community Organiser</b>
<b>Salary</b>	<b>£23,000 - £27,000 FTE</b>
<b>Hours</b>	<b>Full-time 35 hours per week</b>
<b>Reporting to</b>	<b>Community Action Manager</b>
<b>Location</b>	<b>High Trees, 220, Upper Tulse Hill, SW2 2NS</b>
<b>Role overview</b>	<ul style="list-style-type: none"><li>• To listen to groups and local people to identify the issues they care about through door knocking and grassroots engagement and to interpret, report and make use of the findings</li><li>• To recruit and help build local Organising groups</li><li>• To provide leadership and organising training for new and existing member groups as well as the broader community</li><li>• To work with our partners to pilot ways of enhancing community organising</li><li>• To assist local leaders with actions and campaigns and to develop their skills and capacity as effective organising groups</li><li>• To contribute to ongoing priority campaigns, through supporting groups with planning and by providing practical support</li><li>• To create written content to promote all Community Action activities through email, social media etc.</li><li>• To support with the ongoing monitoring and impact evaluation of Community Organising activities through a range of mediums</li><li>• To maintain relationships with existing funders and to help generate additional income</li></ul>

# PERSON SPECIFICATION

The person specification is an idea of skills, knowledge and experience required to carry out the job. The person specification will be used in the short listing and interview process for this post. Applicants who possess the essential requirements but not the desirable requirements should not be discouraged from applying.

## Essential

- Strong interpersonal skills at all levels with an ability to negotiate effectively across organisational boundaries
- Ability to organise and prioritise multiple deadlines and manage routine administrative tasks
- Excellent IT skills, with a high level of proficiency in packages such as Microsoft Word, Excel and Outlook
- Flexible and adaptable to new situations and able to motivate and inspire others.
- Able to cope under pressure and accept responsibility to meet goals
- Self-aware, able to exercise and demonstrate sound judgement in decision making and
- knowing when to seek advice and involve others
- Ability to work weekend and evenings - it is essential you can work flexibly outside of set hours.
- Self-motivated with a passion for social justice

## Desirable

- Good social media awareness including use of website upload, online blogs, Twitter, Facebook, Instagram
- Experience of community action or campaigning work
- Experience of building relationships with a range of people
- An understanding of and commitment to Equal Opportunities, Data Protection and H&S

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# WORKING AT HIGH TREES

We know our staff are our biggest asset and our biggest investment. Our small yet dynamic staff team of 22 have come to High Trees through a variety of paths; some have a long track record of work in the sector, others have brought in skills learned elsewhere and some have joined our staff through using our services. All share a passion for the work we do and a commitment to ensure our impact is meaningful for those we work with.

All our staff are supported to grow and develop through regular one-to-ones with their manager, a programme of organisation wide and individual CPD and are given the opportunity to contribute to the work of the organisation as a whole rather than focused solely on the work of their team. We're proud of the fact that over 50% of our Service Managers have been promoted from within our organisation.

Benefits of working at High Trees include 24 days holiday rising by 1 day each year after 2 years' service (capped at an additional 8 days) with at least an additional 3 days off each Christmas, enhanced maternity/paternity/adoption leave after 2 years' service, up to 5% contribution to the staff pension scheme, a 24 hours employee support line and a clear pay structure with yearly increments (based on performance).

We know that if you're considering a role at High Trees, you are primarily driven by a desire to make impactful change and we hope you will consider joining our team.





## HOW TO APPLY

Please send a completed application form and applicant monitoring form to [graham.weston@high-trees.org](mailto:graham.weston@high-trees.org) with 'Community Organiser' in the subject line. All applications must be received by 11pm on the 4th of August.

## QUERIES

If you have any questions about the role or High Trees, please contact Graham Weston on [graham.weston@high-trees.org](mailto:graham.weston@high-trees.org)

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Meeting everyone  
as a person of  
great potential

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