

high

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# EXPERIENCED 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

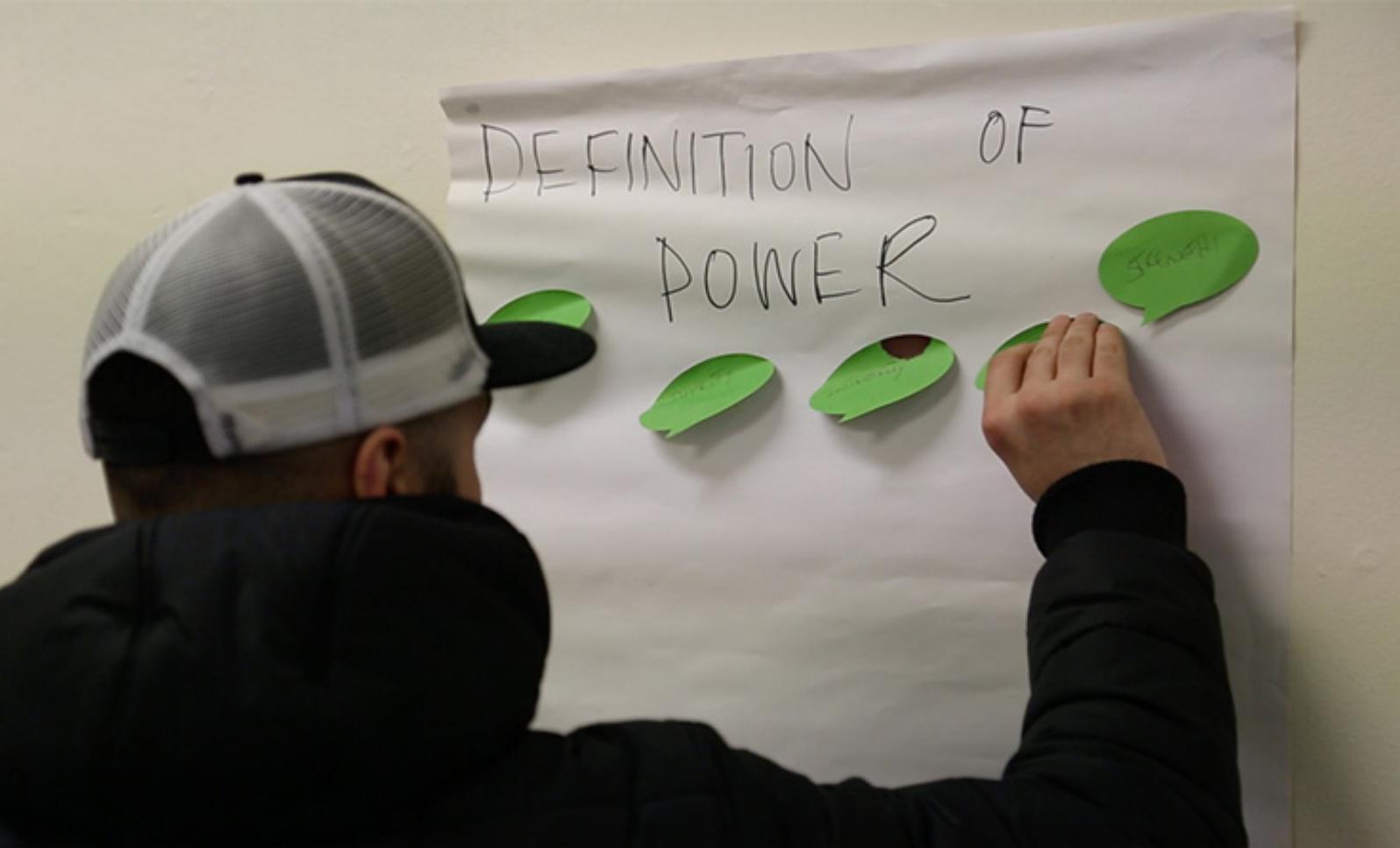
High Trees strives to ensure our services remain firmly rooted in the local community, responsive to and driven by local need and always delivered in the spirit of partnership and collaboration.

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 Tulse 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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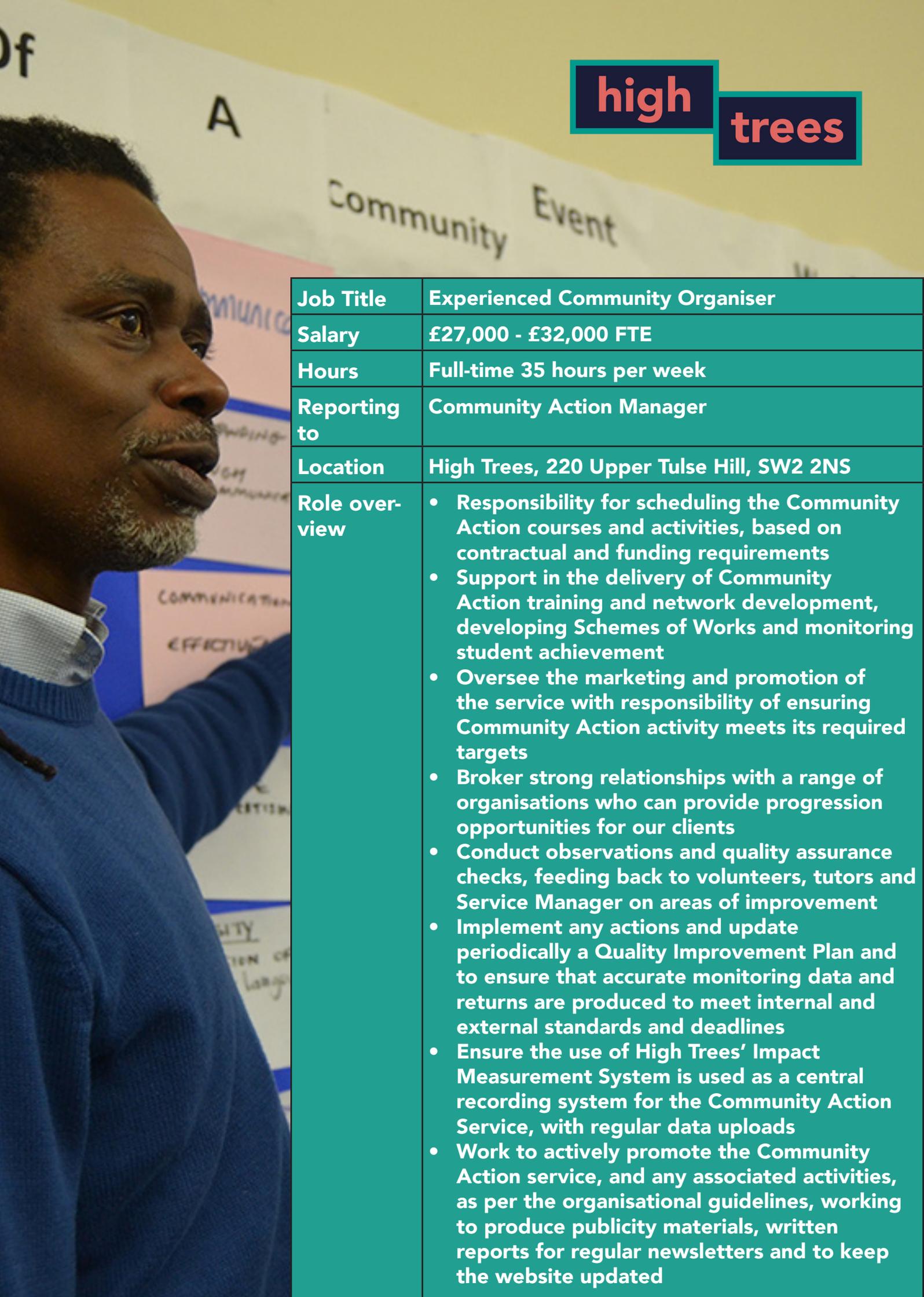
## Job Description

Our Experienced Community Organiser will sit within our Community Action team with responsibility for embedding Community Organising across the organisation; building trusting relationships and powerful networks locally which enable residents, groups, associations, and businesses in the area to develop their collective power to act together for the common good, using the core tools and techniques of Community Organising.

The Community Organiser will be responsible for recruitment to our Community Action related training and network development, building meaningful partnerships with other organisations to provide progression and opportunities for individuals. Another key aspect of the role is quality assurance; High Trees is committed to providing high quality provision and continually striving to improve services. The Community Organiser will conduct frequent observations and quality assurance checks and will work with the Service Manager to implement necessary changes. You will be responsible for ensuring compliance with in-house systems and multiple contractual and funding requirements.

Within your team, you will also hold responsibility for communications related to Community Action – ensuring copy is regularly provided for team specific and organisational wide promotional material to allow High Trees to promote its services across the borough and beyond. You will support the team to achieve wider service deliverables and may include targeted outreach and marketing for other contracted or funded services. A strong understanding of how your team sits within the wider work of the organisation and building strong relationships internally, as well as using your excellent communication skills to work within the wider community, is essential to the role.

This role would suit someone with some experience of Community Organising or a related form of community work but who wants to take their skills and experience to a deeper level of understanding and community involvement. We are looking for someone who is committed to understanding and implementing best practice in the field of community organising but can also be flexible and responsive to the demands of a growing, fast-paced charity. Evening and weekend work is crucial to success in this role and will be required.

A man with a beard, wearing a blue sweater, is shown in profile, pointing towards a poster. The poster has the words 'Community Event' visible. In the top right corner, there is a logo for 'high trees' with 'high' in a red box and 'trees' in a dark blue box.

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<b>Job Title</b>	<b>Experienced Community Organiser</b>
<b>Salary</b>	<b>£27,000 - £32,000 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>• Responsibility for scheduling the Community Action courses and activities, based on contractual and funding requirements</li><li>• Support in the delivery of Community Action training and network development, developing Schemes of Works and monitoring student achievement</li><li>• Oversee the marketing and promotion of the service with responsibility of ensuring Community Action activity meets its required targets</li><li>• Broker strong relationships with a range of organisations who can provide progression opportunities for our clients</li><li>• Conduct observations and quality assurance checks, feeding back to volunteers, tutors and Service Manager on areas of improvement</li><li>• Implement any actions and update periodically a Quality Improvement Plan and to ensure that accurate monitoring data and returns are produced to meet internal and external standards and deadlines</li><li>• Ensure the use of High Trees' Impact Measurement System is used as a central recording system for the Community Action Service, with regular data uploads</li><li>• Work to actively promote the Community Action service, and any associated activities, as per the organisational guidelines, working to produce publicity materials, written reports for regular newsletters and to keep the website updated</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

- A minimum of 2 years' experience of working to co-ordinate or deliver projects, activities or services within a professional setting
- A minimum of 1 years' experience of Community Organising, Community Action, or Community Development
- Strong interpersonal skills at all levels with an ability to negotiate effectively across organisational boundaries
- An awareness and understanding Equal Opportunities, Data Protection and H&S
- Ability to organise and prioritise multiple deadlines and manage routine administrative tasks
- Flexible and adaptable to new situations and able to motivate and inspire others
- Able to cope under pressure and accept responsibility to meet goals
- Willing and available to work outside usual office hours, including evenings and weekends - it is essential you can work flexibly outside of set hours

## Desirable

- Level 3 Qualification in Education and Training
- Experience of quality assurance management
- Experience of Community Group facilitation
- Line-management experience
- Excellent ICT skills
- Experience of implementing policies and procedures

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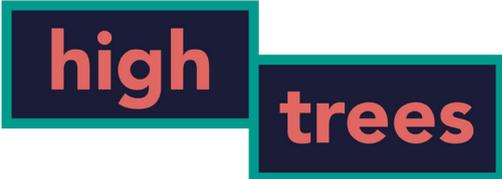
# WORKING AT HIGH TREES

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.

The logo for High Trees consists of two dark blue rectangular boxes with teal borders. The first box contains the word "high" in a lowercase, bold, white sans-serif font. The second box, positioned to the right and slightly lower than the first, contains the word "trees" in a lowercase, bold, white sans-serif font.

high trees



## HOW TO APPLY

Please send a CV, covering letter (no more than 2 pages), the applicant monitoring form and the additional information form to [graham.weston@high-trees.org](mailto:graham.weston@high-trees.org) with 'Community Action Service Coordinator' 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

High Trees Community Development Trust  
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020 8671 3132