



Heath Hands
The Dairy, Kenwood House
Hampstead Lane, London
NW3 7JN

020 8458 9102
info@heath-hands.org.uk

Community Outreach Project Assistant – Role Description

Salary: £6,000 pa (£18,000 fte)

Contract: 24 months

Hours: Part time, 12 hours per week

Closing Date: 18th June 2017

Location: locations across Hampstead Heath and Kenwood Estate

Purpose

Join us part-time and deliver our exciting new Community Outreach project engaging groups that are underrepresented in terms of visitors to our green spaces. You'll assist the Projects and Volunteer Manager (PVM) launch the project and thereafter take responsibility for organising a programme of community events for groups from the local community.

You'll also play a key role in managing Heath Hands day-to-day operations, helping coordinate our conservation, learning ecology and events programmes. Heath Hands delivers a range of volunteer programmes across Hampstead Heath, Highgate Wood, Keats House and the Kenwood Estate.

Responsibilities

- take the lead in delivering our new Community Outreach project
- organise a variety of community events, occasionally working evenings and weekends; lone-working will be required
- build strong relationships with local community groups and ensure effective communications with our partner organisations: English Heritage and the City of London Corporation
- assist in the delivery of our conservation, learning, ecology and events programmes
- work closely with the PVM and undertake any other reasonable duties as required

Personal Qualities

- good attention to detail and the ability to coordinate a range of different tasks
- have a flexible and adaptable approach to managing work
- possess a friendly and enthusiastic manner
- be able to work well in a team for a small organisation
- ambition to learn and develop new skills
- have an interest for the volunteering and/or environmental sectors



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Desirable Skills and Knowledge

- experience of working with diverse communities, ideally those surrounding Hampstead Heath
- a background in coordinating or working with volunteers
- experience of delivering public events desirable
- strong written and verbal communication skills are essential
- good administrative skills, and experience of using different office systems
- knowledge of volunteering and community outreach sectors

How to Apply

If you have any questions please contact Colin Houston, Projects and Volunteer Manager, via info@heath-hands.org.uk or 020 8458 9102.

To apply please send your CV and a covering letter explaining why you would like to become our Project Assistant to info@heath-hands.org.uk.