

RECRUITMENT PACK

Coordinator Climate Action Leads

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Supporting Communities Together



Dear Candidate,

Voluntary Action Leeds is a charity that supports communities by helping people and organisations that do good in Leeds.

Our mission is to enable positive social action to build thriving, empowered and inclusive local communities. We do this by providing support to local movements, groups, and organisations in communities of place and interest to lead on achieving positive social change for their community. Our values are summed up in three words: equality, diversity, and accountability.



We know that the work of third sector organisations in Leeds makes life better for so many people across our city and our job is to support groups and organisations to thrive.

The pandemic has shown just how valuable social action is within our communities and across our city. With Covid still impacting many people and the cost-of-living crisis upon us, we know that our third sector is more vital than ever.

We need staff and volunteers who believe in our mission to come and work with us - thank you for your interest in this role.

Hannah Bailey, Chief Officer



Coordinator Climate Action Leeds

SO2, Scale Point 26 - 28, 22.2 hrs p/week, Starting FTE Salary, £32,909, Actual Salary £19,475. Permanent (project funding to September 2025)

This is an exciting opportunity to lead VAL's coordination of Climate Action Leeds (CAL). Climate Action Leeds is an ambitious five-year programme funded by The National Lottery Climate Action Fund which, across its six main delivery partners, provides a platform for people, organisations and communities to come together to take action on climate change, in Leeds and beyond.

If you are energised by helping to shape a Leeds which is zero carbon, nature friendly and socially just by the 2030s and are a skilled project manager then this is the job for you.

About us

Voluntary Action Leeds is the leading third sector 'infrastructure' organisation in the city. We provide support on volunteering for individuals and organisations, as well as training, funding advice, information, and sector advocacy to enable the third sector to be more effective in making a difference for communities. We know that our work helps to provide a vital foundation through which other organisations can thrive.

About you

We'd love to hear from you if have:

Ability to

- manage projects that involve multiple partners
- build great relationships with colleagues and external partners
- stay focused on the key aims of a programme, acting as a critical friend in enabling delivery
- be self-motivated and balance multiple priorities

Knowledge

- understanding of how local, community led action underpins climate justice and a sustainable future

Skills

- providing Governance support to projects with multiple partners
- outstanding relationship building and interpersonal skills
- maintaining and developing systems that capture progress and help steer delivery
- producing project reports and funder returns

The role

You will lead VAL's work to coordinate and collate the activity of the CAL programme. You will be responsible for effectively supporting the programme's Governance and will act as the primary contact point/liaison for the programme funder (National Lottery).

You will work with partners to understand deliverables and timelines, acting as a critical friend, and helping to ensure that the programme achieves its aims and objectives. You will work closely with partners to share the programme's activity, impact and learning internally, with communities and with strategic stakeholders.

What is the job really like?

Sarah Bradley Adams has been our Coordinator Climate Action Leeds for a year. She has decided that she wants a new challenge working directly with communities and community groups.



Every day as Project Co-ordinator on Climate Action Leeds is different, and there is always something new to get stuck into!

My days involve supporting our brilliant delivery partners on questions around governance, strategy or recruitment, or offering support to deliver key parts of the project.

In the morning, I'll check my email and answer any questions that partners have sent. I'll often have time for a one to one catch up with a colleague from within the project. Here, I'll hear more about what they're planning over the coming weeks, and offer targeted support to help deliver key elements of the bid. In recent months, I've helped steer the programme's public grants fund to opening and helped with the opening of the new Climate Action Leeds city centre hub, Imagine Leeds.

In the afternoon, I might join a Zoom meeting with workers from across the programme to help plan a public event, like our recent 'Locally Rooted Responses to Climate Change' day at the Otley Green Fair.

After finishing that meeting, I'll check our shared record to see whether anyone's sent in information about events, so that I can add them to our 'What's On' Guide on the Climate Action Leeds blog.

One exciting thing about the Project Coordinators' role is having a "bird's eye" view of Climate Action Leeds and hearing about the excellent work happening on the ground, in communities, and at a strategic level. Part of the role involves gathering information from different parts of the project, and collating that into monitoring reports, to send to our funders the National Lottery. Sometimes I have the opportunity to visit projects and get a first hand experience of the difference Climate Action Leeds makes. I even spent a morning digging up weeds on the Seacroft Killingbeck Community Allotment!

Climate Action Leeds is full of knowledgeable, committed people who are passionate about climate change. The Project Coordinator's role is key to delivering the project as a whole. It will suit somebody who cares about climate change, and who wants to be a part of delivering change in the city.

If you enjoy balancing the needs of working with different partnership organisations and steering a project to success, this could be a good role for you."

What are the VAL employee benefits?

- 28 Days Holiday + 1 additional day for each year of service up to 5 years + 11 days public holidays (pro rata)
- 6.5% Employer pension contribution
- Flexitime
- Simply Health Plan
- Mindful Employer
- Union Positive

Timetable for Recruitment

Deadline for Applications: Wednesday 7 June (17:00)

Shortlisting: Friday 9 June

Interviews: Friday 16 June

Application Supporting Documents

1. [Information for Applicants](#)
2. [Application Form](#)
3. [Equality and Diversity Monitoring Form](#)

Please return your completed application form and E&D monitoring form (should you choose to complete this) to: recruitment@val.org.uk

Person Specification

At Voluntary Action Leeds we recruit Project Coordinators to a generic job description meaning staff are able to pick up and lead various funded projects across the organisation. This requires team members who are flexible, adaptable and have a range of transferable skills. Staff members can be moved around the organisation to deliver relevant pieces of work that maximise their skills, knowledge, and experience, and contribute towards our organisational aims.

The primary functions of this post include:

- providing leadership for VAL's activities in the Climate Action Leeds (CAL) programme.
- working with the other CAL partners to ensure programme aims and objectives are achieved.
- acting as the primary contact point/liaison with the programme funder (National Lottery) and ensuring monitoring returns are completed on time.
- reporting on the progress of the programme both internally and externally.
- being part of national discussions with other similar programmes funded by the Lottery.
- management of the programme's Learning and Evaluation Partner.

Project Coordinator Job Description

The purpose of the job is:

- 1) To positively promote and work within the spirit and boundary of VAL's strategic vision, mission, and values
- 2) To champion, manage and develop the provision of the allocated VAL project
- 3) To ensure the allocated VAL project is delivered within the agreed expectations of stakeholder and VAL trustees
- 4) To help ensure that the service is sustainable

Responsible to:
Social Action Manager

Salary: NJC Scale SO2

Hours: 22.2 hours per week

Holidays:
28 days annual +11 days
statutory

NOTE: it is expected that the post holder will have direct involvement in service delivery – what work this entails will depend on the nature of the project and who is appointed.

Person Specification

Project Coordinator Duties and Responsibilities

- To lead (with your line manager) on strategic relationships relevant to the allocated project.
- Secure ongoing investment in the project and proactively contribute to the development of partnerships/collaborations.
- To oversee the work of the allocated project to ensure agreed work plans/aspirations are delivered in an accurate and timely manner and that crosscutting themes are identified and responded to appropriately.
- To promote equality of opportunity both within VAL and across the partnerships and spheres of influence of the role.
- To manage, supervise and develop staff and volunteers in the allocated project:
 - a. Provide effective support and management whilst making the most of staff as an organisational asset.
 - b. Encourage and support staff to try out new ideas that meet the strategic aims of VAL.
 - c. Allocate resources (including staff).
 - d. Implementation of agreed procedures both internal and with stakeholders/service users.
 - e. Deal with queries, technical issues, and complaints/concerns.
 - f. To oversee the budget of the allocated project.
 - g. Contribute to service developments.
- To contribute to the sustainability of VAL through:
 - a. submission of bids.
 - b. identifying and responding to opportunities to generate income.

Person Specification

Project Coordinator Duties and Responsibilities (continued)

- To pro-actively monitor and evaluate activities within the project through the development and delivery of effective service monitoring and evaluation tools; respond and correct issues, identify and following up opportunities - alerting your line manager to potential issues where necessary.
- To participate actively in strategic planning process:
 - a. input to the planning and development of projects (both existing and new).
 - b. proactively alerting your line manager to potential opportunities and threats to the charity.
- To lead on the provision of accurate, timely and transparent communication, including:
 - a. Contributing to strategic updates to stakeholders through agreed mediums (e.g., website, twitter etc).
 - b. Contribution to planning document (e.g., business plan).
 - c. Responding to relevant internal and external information requests relevant to the allocated project.
- To ensure compliance with all relevant legislation, that expectations of funders/investors are met and that all necessary returns are submitted on time whilst always seeking co-production.
- Attend regular supervision and appraisal meetings and proactively maintain skills and knowledge through undertaking relevant training, learning from colleagues and accessing opportunities to build experience.
- Cover other appropriate roles or duties (including working in other locations or out of hours) as requested by your line manager.

Person Specification

Project Coordinator Person Specification

Essential

Experience, Skills, and Abilities

- 1) Ability and willingness to work within the spirit and boundary of VAL's strategic vision, mission and values including promoting equality of opportunity both with VAL and across the partnerships and spheres of influence of the role.
- 2) The ability to develop and successfully deliver a project work plan ensuring it contains both qualitative and quantitative measurements.
- 3) Experience in successfully managing, motivating, and developing staff.
- 4) A track record of effectively monitoring, managing, and reporting back on services to a range of stakeholders in agreed formats, including using a monitoring database.
- 5) An ability to establish and maintain effective working relationships both within VAL and with project stakeholders.
- 6) Experience in project budget management.
- 7) Ability to work to deadlines when leading a team and on own initiative when required.
- 8) Effectively lead negotiations with a range of organisations across all sectors, brokering mutually beneficial agreements and deploying problem-solving skills.
- 9) Ability to communicate effectively and concisely both verbally, in writing, through presentations and online.
- 10) Ability to produce and present clear, concise reports to project stakeholders in agreed formats.

Person Specification

Project Coordinator Person Specification (continued)

Essential

Knowledge and Qualifications

- 1) A working knowledge of the VCSE Sector in Leeds and the key challenges it faces.
- 2) An understanding of decision-making structures in Leeds.
- 3) IT literate with experience of using IT as an analytical and management tool.

Special Conditions

- 1) Willingness to travel to a variety of locations.
- 2) Willingness to work unsociable hours on occasions.
- 3) Commitment to personal and professional development.

Desirable

Experience, Skills, and Abilities

- 1) A successful track record of 'earning income' including leading on the submission of successful funding bids and negotiating with existing/potential funders.
- 2) A successful track record of delivering projects which provide support to the VCSE Sector in Leeds.
- 3) Ability to deliver training in a relevant subject.
- 4) To be able to liaise with different sections of the community at a strategic and grassroots level.

Equality and Diversity Statement

VAL aims to promote equality and diversity as an employer and seeks to ensure that equality and diversity principles underpin all areas of the organisation's work and service provision.

VAL recognises that many people and groups suffer discrimination and face serious barriers when trying to fulfil their true potential. It also recognises that not all forms of unreasonable and unfair discrimination are the subject of legislation. It is the aim of this organisation to take positive steps to redress discrimination, to improve equality of opportunity and to combat any unreasonable or unfair treatment which places people at a disadvantage for any reasons not directly related to their ability to do a job for this organisation or to their eligibility to receive services from us.

In most cases it is unlawful to discriminate against people because of their gender or gender assignment, pregnancy and maternity, race, colour, nationality, ethnic and national origin, sexuality/sexual orientation, religion or belief, age, or because they are disabled, married or in a civil partnership, a member of a trade union, work part time or on a fixed-term contract. It is also unlawful to discriminate against people either because they are perceived to have a certain characteristic or because they associate with someone who has a certain characteristic.

However, we recognise that people may experience discrimination for many additional social, educational, and economic reasons such as their language, health, caring responsibilities, trade union activity, where they live, how they speak and whether they work flexibly. This policy will apply equally to all these circumstances.

VAL will not tolerate discrimination, harassment, bullying, victimisation, or abuse of people who are members of staff or of people connected with the services provided by VAL.

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Coordinator Networks and Research

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