

# GreenSpace East Midlands

## Forum Manager

**Fixed Term Contract. Good potential for extension.**

### **Background**

GreenSpace East Midlands is a young and vibrant organisation that has evolved over the last two years and is becoming the voice for parks and green spaces in the East Midlands. The Forum was originally established through the combined efforts of a number of local authorities in the region and GreenSpace. The Forum needs now to develop and expand to become a partnership comprising the East Midlands' local authorities, community groups, national and regional agencies and interest groups. A key regional partner will be Natural England as the Forum presents an opportunity to develop a mutually beneficial partnership over the next three years, and for the agency to develop and promote their agendas around green infrastructure.

The overall aim of the Forum is to provide a united voice dedicated to promoting, advocating and lobbying for the regeneration and sustainable future of quality green spaces throughout the East Midlands.

To deliver this vision the following objectives have been developed:

- Be the representative body for parks and green spaces in the East Midlands

- Promote and support the regeneration, management and sustainable future of parks and green spaces in the East Midlands region
- Raise the quality standard of parks and green spaces in the East Midlands to reflect the needs and aspirations of all residents and visitors
- Promote and support the roles of the East Midland's parks and green spaces in supporting cross cutting themes such as health and well being, liveability, sustainability, crime and disorder, accessibility, environment, education, young people, culture, quality of life, green infrastructure planning and regeneration.
- Develop and maintain a network of members for the exchange of expertise, experience and information
- Identify, promote and disseminate good practice in the planning, design, maintenance and management of parks and green spaces in the East Midlands
- Advocate the case for adequate capital and revenue funding for parks and green spaces in local authority budgets and national spending reviews
- Promote higher standards in skills and training for those responsible for planning, maintaining and managing the East Midland's parks and green spaces
- Promote community involvement in the continued development of parks and open spaces and contribute to the promotion of friends groups nationally

A vacancy now exists for a Forum Manager to take the organisation forward. The Forum Manager is supported by the GreenSpace East Midlands Steering Group that comprises local authority and other green space organisation representatives, who manage the work programme. In addition, future development of the Forum may require the post holder to manage support staff and project staff.

There are a number of location options for the Forum Manager post throughout the region, including homeworking, although it is hoped that the post holder can work from an office base in the region. The Forum Manager will also be able to draw on meeting space elsewhere within the region. Secondment opportunities will also be considered.

The Forum Manager will be linked to GreenSpace centrally (Caversham, Reading) as well as other forums across the UK, via regular GreenSpace staff and development meetings, as well as a quarterly meeting of the National Forum in Birmingham. Additional

support for the post will be provided via GreenSpace and their communications team.

### Person Specification

The ideal candidate will be an experienced advocate for public services, capable of inducing widespread support and commitment from others through their own passion and enthusiasm. A confident and accomplished presenter, the ideal candidate will be a natural public speaker with a keenly developed ability to define and present the right promotional message to a diverse audience. They will be capable and comfortable with working with a broad cross section of people; from community group representatives to Regional Government Office, politicians and potential corporate sponsors. They will be highly motivated and organised with the ability to prioritise their own activities and coordinate those of others to ensure that the objectives of the organisation are achieved. They will possess an enquiring and analytical mind, diplomacy and clarity of purpose, with a genuine commitment to developing effective and sustainable partnership approaches and delivering projects and initiatives through the co-ordinated efforts of multiple organisations.

A thorough understanding of the factors influencing parks and green space today including government policy, funding opportunities and regeneration trends is essential.

### Skills, Knowledge, and Experience

In addition, the ideal candidate will have knowledge, experience, skills and a proven track record in the following key areas:

Attributes	Essential	Desirable
<b>Relevant Experience</b>	At least 3 years experience in green space management working for a public sector or charitable organisation, or an ability to demonstrate equivalent practical knowledge and understanding of green space management	Experience of campaign work
		Experience of green space planning
		Experience of managing networks

<b>Education and Training</b>	Qualified to graduate level in a related subject or equivalent through experience	
<b>Special Knowledge and Skills</b>	An understanding of the issues concerning parks and green space, their management and good practice	An understanding of the issues concerned with delivering public services
	Good IT knowledge, with an ability to use conventional software packages	An understanding of the potential of the internet as an information tool
	Ability to secure and maintain funding packages,	Strong political awareness
	Ability to work within teams and contributing to multi-disciplinary meetings	
	Sound financial management skills	Experience of developing business plans
	Ability to initiate and manage research and other green space development projects	Experience of undertaking research projects
	Ability to deliver successful organisational development working at a regional scale	
	Excellent interpersonal & communication skills, with an ability to communicate clearly and effectively, both orally and in writing on a range of issues at all levels inside and outside the organisation	
	Ability to motivate and manage diverse third party relationships	
<b>Any Additional Factors</b>	Full Driving Licence	
	Use of a car	
	Flexible approach to work and ability to work on own initiative	

## Job Description

The overall purpose of this post is to manage the development and sustainability of GreenSpace East Midlands. The post holder will be required to carry out duties in the following key areas:

### Main Duties:

1. To be responsible for the co-ordination and administration of GreenSpace East Midlands, including:
  - a. Provide a Secretariat for Steering Group and Working Group meetings and other forum events
  - b. Develop IT systems
  - c. Establish and maintain effective communication with all partners in East Midlands and the GreenSpace office.
2. Update the regional business plan and lead on implementation, including:
  - a. Organisational structure, systems, resources, priorities
  - b. Fundraising and membership development and retention
  - c. Develop effective partnerships and delivery mechanisms to implement the Forum's key priorities
  - d. Monitor and review the business plan on a regular basis and report to Steering Group.
3. Investigate and secure resources to ensure the sustainability of GreenSpace East Midlands:
  - a. Develop regional membership of GreenSpace
  - b. Establish relationships with potential funding organisations
  - c. Develop partnerships to support funding bids
  - d. Make successful funding bids.
4. Establish strategic links with local authorities, regional agencies, community groups and other organisations to develop partnerships with the objective of raising the profile and quality of parks and green space representation.
5. Provide a positive contribution to regional stakeholders, including:
  - a. Acting as regional point of contact to assist in addressing stakeholder enquiries
  - b. Responding to regional and national consultations.
6. Provide regular progress and finance reports to the GreenSpace

#### East Midlands Steering group.

7. Develop a learning development plan and lead on implementation, including:
  - a. Identify learning themes from member organisations
  - b. Identify priority needs and opportunities by member organisations
  - c. Develop delivery plans, incorporating strategic links, learning objectives, working groups and resources.
8. Undertake regionally significant development projects and research in order to disseminate best practice examples across the East Midlands region.
9. Contribute to research and data collection for local, regional and national research.
  - a. Contribute to the development of performance indicators when appropriate
  - b. Contribute to data collection, by capturing baseline data
  - c. Identify and develop opportunities for benchmarking.
10. Develop marketing and communications systems across the region to:
  - a. Contribute to advocacy and promote the forum and open spaces
  - b. Develop the GreenSpace East Midlands website
  - c. Develop email networks to respond to and disseminate information
  - d. Develop email newsletters to advise members on national and regional news and funding opportunities
  - e. Identify media contacts for the East Midlands region, to whom media releases should be disseminated.

#### **Management**

- GreenSpace will provide overall management support as the employer of the post holder, from their national HQ in Reading.
- The Forum's steering group will manage the work programme of the Forum Manager.
- Additional, day-to-day line management support will be provided by the chair of the Steering Group and others who maybe delegated for this purpose.

### Conditions

- Salary £25,000 to 28,000 pa
- Fixed term for one year (good potential for extension)
- GreenSpace terms and conditions
- 24 days pa holiday
- Contributory pension scheme
- Location: A combination of home working and a base in Leicestershire. The final arrangements will be negotiated with the successful applicant.

### To Apply

Please send your CV and covering letter to:-

Sarah Moore

Regional Manager  
GreenSpace  
Caversham Court  
Church Road  
Reading  
Berkshire  
RG4 7AD

**Closing date for applications: Monday 16<sup>th</sup> March 2009**

**Interviews: Friday 27<sup>th</sup> March 2009**

For further information regarding the post, please contact:-

Sarah Moore  
Regional Manager  
GreenSpace  
Tel: 0118 946 9065  
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