

Meet Me at the Gates – Project Coordinator

Job Reference PC22

Reports to:	Community Participation Manager
Responsible for:	Volunteers
Contract:	Part time – 4 days a month, approx. 28 hours. August 2022 – July 2023.
Key relationships:	CHGT staff and volunteers, community partners, workshop leaders.
Salary:	£125 per day. Paid monthly on receipt of invoice.

Role Summary

Meet Me at the Gates is our new restoration project, working with Hammersmith Community Gardens Association and Cavendish Primary School to improve the grounds around our historical gates at Chiswick House & Gardens. Students from Cavendish School attend regularly to garden together to enhance the entrance and work in other areas of the garden. These practical gardening activities give local children from urban areas the opportunities to get their hands in the soil and learn about plants growing and healthy habitats, while strengthening their connection to nature. You can read more information here:

<https://chiswickhouseandgardens.org.uk/meet-me-at-the-gates/>

The role of *Meet Me at the Gates* **Project Coordinator** is to effectively manage the community partner relationships, communicate need to internal teams, facilitate partner meetings and ensure the successful delivery of project workshops, compile information and record activity, and generate newsletters and relevant reports.

The Organisation

Chiswick House & Gardens (CHGT) is a 300-year-old historic house with 65 acres of Gardens in the heart of Hounslow, West London. It was established in 2005 jointly by the English Heritage Trust (EHT) and the London Borough of Hounslow, who previously managed the Gardens. It is the birthplace of the English Landscape Movement, 17th-century walled gardens and Kitchen Garden, and is internationally recognised for its architecture and garden history.

Today, Chiswick House & Gardens is a hub for the local community, with 1,000,000 visits made to the Gardens each year, as well as thousands of visitors to the House. We are a popular destination for dog walkers, families and joggers, we host weddings, film and photography shoots, outdoor theatre and cinema, music and food festivals which bring the community together.

We are also committed to building our inclusive *Growing Together at Chiswick* Community Programme. Working closely with local community organisations, encouraging groups to come together to learn about nature, build confidence to visit and support wellbeing through a variety of gardening and creative activities. Our vision is to be a place for everyone, every day.

What We Can Offer

- An exciting opportunity to work at a unique venue set in 65 acres.
- Being part of a supportive, friendly and efficient team that care about the local community
- A dynamic, fast paced and ambitious charity
- Staff discount in Chiswick House Café and Shop
- Flexible working policy

CHISWICK HOUSE & GARDENS TRUST

What you will be doing

The Project Coordinator is a varied role and may change as the project develops depending on your own skills and interests. However, the general responsibilities have been outlined below:

EVENT MANAGEMENT

- Be the main point of contact and communication between the project partners CHGT, HCGA (Hammersmith Community Garden Association) and Cavendish Primary School
- Prepare for the workshop days, set-up and de-rig as required by the project partners and internal teams
- Ensure the smooth running of the workshops by providing the necessary logistical support
- Coordinating Volunteer support - one/two volunteers to be involved in the project to support with walking the groups back and forth and helping with activity.
- Capture the project progress – photos, quotes, case studies etc
- Evaluation – develop a way to evaluate the project partners involvement and impact
- Set-up and facilitate regular mid and post project meetings for all partners

MARKETING

- Input in to marketing plans to provide information for the promotion and publicity of project
- Support with the communications and fundraising plan
- Develop the interpretation/signage information for the project
- Create the necessary information material needed by the school
- Write a regular project blog/s to publish online
- Support with historical research for the gates if required
- Other project related tasks that may be identified during the course of the project.

OTHER ACTIVITIES

- Support with providing project updates for funders and inputting into final project reports
- Support with project managing various element of the project as identified during the course of the project

Who We Are Looking For

You will have

- Excellent organizational, interpersonal, and administrative skill
- Proficient in Microsoft applications and SharePoint
- Event logistics and project administration experience,
- Great organisation skills and impeccable attention to detail
- An interest in working with community organisations and schools groups.
- Interest in the environment and plant knowledge not necessary but helpful.
- Ability to be a hands-on and hard-working team player
- A good multi-tasker who can hit the ground running in a demanding & fast paced environment.
- Clear concise written and verbal communication skills

How To Apply

To apply: please email info@chgt.org.uk with the subject PC22.

Please provide your CV (no more than 2 pages) and a cover letter (no more than 1 page) outlining the reasons for your interest in the post and why you believe yourself to be suitable.

Deadline: Closing date for applications is midday **Monday 1 August 2022**

Interviews: It is anticipated that shortlisted candidates will be invited for interview w/c 9 August 2022.

If you have not heard from us by the date of the interviews, please assume that your application has been unsuccessful on this occasion.

Start date: August/September 2022