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Dear Applicant,

Thank you for your interest in the post of Communications & Community Co-ordinator (Greenwich Giving).

In this pack you will find:

- Job Description
- Person Specification

On our website at metrocharity.org.uk/jobs you will find:

- Application Form
- Guidance Notes for Applicants
- Monitoring Form
- Our Equal Opportunities Policy Statement

Please note that **CVs will not be considered** as part of your application, we will be short-listing from fully filled out application forms only.

Your completed application form should be sent to arrive no later than **9:00am on 25/11/2024** by email to recruitment@metrocharity.org.uk. Please include your full name in the message subject line. Your email including attachments must not exceed 5MB in size. Please also complete the Equality and Diversity monitoring form which can be found on our website at the link above.

Interviews will take place in the **week beginning 09/12/2024**

For further information regarding this post please contact Anna Ritchie on 07572 982070 or by email anna.ritchie@metrocharity.org.uk.

We look forward to hearing from you.

Best wishes

Tony Wong, CEO

METRO Woolwich
Equality Community Hub
1st Floor Equitable House
7 General Gordon Square
London
SE18 6FH

METRO New Cross
15 Amersham Vale
London
SE14 6LE

METRO Lambeth
78 Fitzalan Street
Lambeth
London
SE11 6QU

METRO GAD
The Forum at Greenwich
Trafalgar Road
London
SE10 9EQ

METRO Gillingham
Parkwood Health Centre
Long Catlis Road
Gillingham
Kent
ME8 9PR

METRO Hertfordshire
Stevenage Clinic
Southgate Health Centre
Stevenage
Hertfordshire
SG1 1HB

Job description

Key details

Job title	Communications & Community Co-ordinator (Greenwich Giving)
Employment status	Part-time – 0.6 Full Time Equivalent
Duration	Permanent
Salary/Wage	£28,830 pa [pro rata for 0.6FTE, equivalent to £17,300]
Hours	21 hours a week. Open to discussing how these hours are scheduled across Mon – Fri. Occasional evening work for events (with TOIL provided).
Line manager	Anna Ritchie, Head of Greenwich Giving
Employer	METRO Charity (The Metro Centre Ltd)
Location	Main location of work is METRO Woolwich, with visits to charities and organisations across the borough of Greenwich.

Job outline

The Communications & Community Co-ordinator will join a small and fast-paced team that is developing a new place-based giving scheme in the Royal Borough of Greenwich. You will be a strong communicator, creative thinker, well-organised, and enjoy working flexibly on early-stage projects. You'll also feel enthusiastic about working with a diverse range of Greenwich residents, charities, community groups, and businesses, and championing the transformative power of place-based giving.

This role will be responsible for helping to develop and grow the brand of Greenwich Giving and contribute to the creation of our first giving campaigns and grant-making processes. You will also work closely with the Head of Greenwich Giving and the Greenwich Giving steering group to provide administrative and organisational support for different aspects of our work.

Programme: METRO & Greenwich Giving

METRO started in 1984 as the Greenwich Lesbian and Gay Centre. Today, METRO runs services across five areas – Sexual Health, Community, Mental Health & Wellbeing, Youth, and HIV– and delivers across London and the Southeast.

Greenwich Giving is a new programme, hosted by METRO's Community domain and supported by organisations including Royal Borough of Greenwich, City Bridge Foundation, and the [London's Giving network](#).

Modelled on similar schemes (such as [Islington Giving](#)), Greenwich Giving is based on the idea that everyone has something to give – whether money, time, expertise, or other resources - and that community voice should be at the heart of responding to local needs. We will create persuasive giving campaigns, involve local people in grant-making decisions, and build relationships between Greenwich businesses, charities and communities. Please take a look at the [London's Giving website](#) if you would like to know more about place-based giving.

The Head of Greenwich Giving began their role in summer 2024 so the scheme is still at an early stage. New team members will have the opportunity to significantly shape what our work looks like moving forward.

Main tasks

- Assist the Head of Greenwich Giving in developing a network of strong relationships across the borough – meeting with businesses, residents, charities, and community groups to raise the profile of Greenwich Giving
- Contribute to community engagement activities run by Greenwich Giving – such as supporting community voice and consultation events or being involved with the recruitment of a Residents Grant Panel
- Support the running of the Greenwich Giving Steering Group - including scheduling, logistics and taking minutes.
- Helping the Head of Greenwich Giving to keep records and databases updated with regards to fundraising, grant giving, reports and data collection
- Support with the initial development of the Greenwich Giving website and social media channels, then keeping these updated with latest news, updates and case-studies
- Promoting our first giving campaigns to residents, businesses and press through targeted communications (digital, print)
- Acting as the first point of call for people interested in Greenwich Giving – responding quickly, efficiently and accurately to enquiries and confidently explaining the activities of the giving scheme
- Support the rest of the METRO communications team, following existing processes such as attending weekly Comms, Policy & Research meetings & contributing to charity-wide projects as needed

Other duties

1. Adhere to METRO policies and procedures at all times.
2. In line with METRO's policy on Information Governance (IG), confidentiality and data handling, you will be expected to undertake, pass and maintain the required IG modules Ensure sensitive and confidential recording and handling

of information in accordance with the Data Protection Act, GDPR regulations and METRO's Information Governance policies.

3. In line with METRO's policy on Safeguarding, you will be expected to undertake, pass and maintain the required Safeguarding Training modules as indicated by your line manager.
4. Attend regular supervision, and to undertake appropriate training as agreed. Maintain and update knowledge, skills and undertake continuing education in accordance with personal and service needs within a framework of a personal development plan.
5. Undertake any other appropriate duties as requested by your manager. If these duties are extensive and of a higher job description scale, the terms and conditions of the post may be varied in negotiation with your line manager.

Person specification

Knowledge & Experience	Skills & Abilities	Essential /Desirable	Application /Interview /Test
Work experience: at least one year of experience (paid or voluntary)			Application
Qualifications: 3 or more A Levels/equivalent <u>or</u> 3+ years of work experience in the charity sector		Essential	Application
	Strong communication skills - comfortable writing and speaking with a range of stakeholders, across the private, public and voluntary sector	Essential	Application & Test
	Skills in creating engaging digital & print content for different audiences	Desirable	Test
Experience of using databases, MS Office – word and excel, video conferencing apps, social media and Outlook		Essential	Application

	Strong organisational skills, confident in balancing multiple tasks, separate projects and competing deadlines	Essential	Interview
Experience in working in adaptable and flexible environments	Able to work independently, take charge of own workload and be proactive in tackling any challenges that arise	Desirable	Interview
	Awareness and sensitivity around social justice issues which may affect Greenwich residents – such as poverty, discrimination, and mental health – and a desire to tackle these through your work	Essential	Interview
Experience in organising logistics for events – for example, meetings with external stakeholders or community groups		Desirable	Application & Interview