

## JOB DESCRIPTION

### 1. Job Details

- Job Title:** Project Coordinator We Can Make
- Hours:** 30 hours per week. Will include some evening and weekend work as required by the programme
- Contract:** This post is offered on a Fixed Term contract for 12 months, with anticipated scope to extend.
- Location:** Knowle West Media Centre, Bristol
- Access:** We are committed to providing a safe, inclusive and supportive environment for our staff and visitors. For details of our access measures visit [kwmc.org.uk/access/](http://kwmc.org.uk/access/)

### 2. Job Background

We Can Make is an innovative programme that supports citizens and communities to deliver affordable homes at 'point of need' by unlocking micro-sites for development. We Can Make was born out of a bottom-up response to community needs and concerns about housing in Knowle West, a council-built estate of around 13,000 people in Bristol. We Can Make is proud to be part of a growing movement of 'people powered' initiatives across the UK.

We Can Make has support from Nationwide Foundation, Homes England and Bristol City Council to pilot its approach to unlocking micro-sites for affordable housing in Knowle West. There is potential to deliver up to 300 homes on micro-sites in Knowle West, and for the approach to be replicated in other similar neighbourhoods.

We Can Make has a focus on digital design and construction tools as a way to localise the production of homes and enable communities to capture more of the value of the development of new homes. As part of the Knowle West Media Centre family of organisations in Knowle West, We Can Make works with KWMC The Factory. This is a community-based digital fabrication space, where we are exploring community-led approaches in "Modern Methods of Construction." The first two We Can make homes go into production at the end of 2020.

See [www.kwmc.org.uk/projects/wecanmake](http://www.kwmc.org.uk/projects/wecanmake) for more information.

### 3. Job Purpose

The Project Coordinator will be responsible for supporting the successful delivery of the We Can Make community-led housing programme. This encompasses the delivery of the pilot of up to 16 sites in Knowle West, and then development of the model to enable We Can Make to grow into a replicable and sustainable programme to deliver community-led affordable homes.

The Project Coordinator will provide support across the We Can Make programme, leading on particular elements including: assessing viability of sites; the co-design process of specific micro-sites with local people; capturing the social impact of the project; and supporting

logistics and administration of the project.

#### **4. Accountability**

Accountable to the We Can Make Director and KWMC Trustees

#### **5. Main Tasks and Responsibilities**

- Leading the co-design process with local people, including organizing, designing, facilitating and documenting the process in a creative way that engages people and furthers the development and delivery of the overall programme.
- Leading the early viability testing of sites, including liaising and managing the technical consultants to identify sites and undertake early viability testing.
- Leading the design process for practical co-design projects in collaboration with KWMC The Factory, for example; prototyping physical kit that supports the new We Can Make homes; developing workshops and community engagement to use digital design and fabrication technology.
- Manage the development of the Social Value framework for the project, including liaising with technical advisors, documenting impact and value, providing evidence for funders and stakeholders.
- Support the logistics and administration of the We Can Make programme, by working closely with KWMC finance and core services team and enabling the project run smoothly.

#### **6. General Responsibilities**

- To maintain the We Can Make database, analyse data, manage and deliver all monitoring, evaluation and reports as required by funders and stakeholders or internally by KWMC.
- Manage own administration efficiently, complying with KWMC processes and developing new systems and processes as required, to ensure the smooth running of We Can Make.
- Be part of an inclusive, dynamic, anti-racist, socially and environmentally responsible culture.
- To adhere at all times to KWMC's employment policies and procedures with particular reference to Health and Safety, Child Protection and Equal Opportunities.
- To represent KWMC and promote its charitable aims and objectives

#### **7. Communications and Working Relationships**

This role requires the post holder to work with a wide range of stakeholders, from external commercial organisations, colleagues delivering other services within KWMC, and local communities. An integral part of the job role is to ensure all parties are informed, consulted and supportive of the development We Can Make. An important factor in the success of the project will be ensuring that there is positive publicity generated about the activities of We Can Make and KWMC.

#### **8. A Commitment to KWMC's Values**

KWMC's core values are:

- Integrity: treating others with honesty, consistency and respect, and being prepared to be held accountable for your actions
- Imagination: not being afraid to do or think differently, and being willing to explore

new perspectives and creative ways of doing things

- Collaboration: working with others to achieve a shared goal, valuing the contribution and expertise that each individual brings
- Equity: recognising that in order for everyone to have an equal opportunity to succeed, some people may need additional support – then doing what you can to make this happen
- Resilience: staying faithful to your mission and values but having the flexibility to adapt to change

## **9. Commitment to Health & Safety, Confidentiality, Data Protection & Equal Opportunities**

### **Health and Safety/Security**

It is the duty of every employee to work in such a way so that accidents to themselves and to others are avoided, and to co-operate in maintaining their place of work in a tidy and safe condition, thereby minimising risk.

### **Confidentiality**

In the course of every employee's duties, they may have access to confidential material about members of staff, volunteers or KWMC business. On no account must information relating to identifiable people or organisations be divulged to anyone other than authorised persons. If in any doubt whatsoever as to the authority of a person or body asking for information of this nature, the employee must seek advice from their manager. Failure to observe these rules will be regarded by your employers as serious or gross misconduct, which could result in disciplinary action being taken against you.

### **Data Protection**

Employee's at KWMC regularly use personal data and are expected to familiarise themselves with the requirements of the Data Protection Act. KWMC affirms that it will hold only such personal data as is necessary and proportionate, and only for as long as needed. Further, steps will be taken to ensure this data is accurate and up-to-date. Members of staff are expected to uphold these standards when dealing with both their own data and the personal data of others.

Every employee is required to comply with current Data Protection legislation whilst exercising their duties at KWMC, in order to protect individuals' personal data and privacy, and ensure personal data is processed in accordance with the law. This legislation comprises the General Data Protection Regulation (GDPR) which came into force on 25 May 2018 and the new Data Protection Act (DPA) 2018.

### **Equal Opportunities**

KWMC welcomes and celebrates diversity and differences between people and the strengths these bring to our communities and workforce. KWMC aims to provide excellent and efficient opportunities and services enabling everyone to fulfil their potential. To do this we must give everyone equal access to services and job opportunities.

Treating everyone the same does not necessarily give people equality of opportunity. Sometimes we need to treat people in a different way to give them the same access to a service or job.

We recognise that everyone is different and we will treat people as individuals.

The above list of job duties is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post. Job descriptions are regularly reviewed to ensure they are an accurate representation of the post.

**November 2020**

*Please ensure you read the person specification on the following page before completing your application.*

## **PERSON SPECIFICATION: Knowledge, Skills, Experience Required**

You will be a creative and values driven individual who is committed to community and citizen-led development. You will have excellent communication, graphic and hands-on design skills, and an aptitude for working collaboratively with diverse communities. You will be able to engage with and help bring alive big ideas around the commons, community wealth building, and new forms of community-led housing, but equally you will enjoy getting to grips with the fine detail and organisational processes of making things happen and finished on time, on budget, and to an excellent standard.

### **Essential:**

- Experience of working with communities on practical projects, such as housing, public realm projects, community development.
- High level of competency and experience of technical design processes, tech and tools. For example: design thinking, CAD, SketchUp, representation software.
- Technical knowledge of preparing planning, tender and construction drawing packages.
- Experience of collaborative co-design process and projects, including working with communities and professionals towards a shared outcome; and working with a mix of digital and analogue tools and approaches to support, bring to life, visualize and document the co-design process.
- Experience of the built environment sector and working with a range of built environment professionals.
- Strong organisational, prioritisation and time management skills with the proven ability to meet tight and conflicting deadlines.
- Good interpersonal and communication skills, including presentation skills.
- Ability to work effectively with a wide range of partners, diverse community members, and team members from different disciplines.
- Strong analytical and problem-solving ability.
- Good attention to detail and high standards of accuracy, including administration and documentation.
- Prepared to work flexible hours, including occasional weekends and evenings, as required by the programme.
- Prepared to undertake continued professional development.

### **Desirable**

- RICS, RIBA or RTBI qualified.
- Experience of digital design and fabrication.
- Experience and understanding of the planning process, including for example preparing proposals, understanding policy, public consultation.
- Skills in creative documentation and content creation. For example, film, photography, social media content creation.

- Able to ride a bike and enjoy cycling.