**JOB DESCRIPTION**

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| JOB TITLE | SUSTAINABLE LIVING TRAINER  (CommUNITY Actions). |
| SALARY BAND | Grade 7. £19,613 to £21,121 Pro Rata |
| HOURS | 3 or 4 days to be negotiated  Work outside normal office hours will be required for which time off in lieu will be granted. |
| RESPONSIBLE TO | CommUNITY Actions Coordinator (CAC) |
| RESPONSIBLE FOR | N/A |
| LOCATION | Middlesbrough Environment City, Sandy Flatts Lane, Acklam, Middlesbrough, TS5 7YN |
| JOB PURPOSE | The post holder will take an asset-based community development approach engaging with and work alongside communities living in Middlesbrough to co-produce community led activities bringing communities together, building social cohesion and resilience, supporting healthier lifestyles and creating sustainable change through community action. Three themes will underpin the project: Food, Active Travel and Affordable Warmth. The post holder will work as part of a team integrating CommUNITY Actions across existing MEC projects, building upon and developing existing activities and engaging with new communities, acting as the conduit to bring together innovation, skills, resource and mutual learning.  The post is funded by the National Lottery through the National Lottery Community Fund. |

**Main Duties and Responsibilities:**

* To work closely with the CommUNITY Actions Coordinator (CAC) to create an effective team that can work across MEC’s project teams, developing an in depth understanding of the work undertaken by the teams particularly in relation to horticulture, cooking, active travel and affordable warmth.
* As part of the Community Actions (CA) Team contribute to a mapping exercise to understand what community activities/projects are taking place and to identify key community actors.
* To work with the CA Coordinator to engage with community actors within target communities to build rapport and plan activities and events to reach out to less engaged community members.
* To support the CA Coordinator to facilitate community conversations gaining deeper insight into the aspirations and assets within communities.
* To co organise/ facilitate formal and informal training sessions working alongside community members and groups to identify what training will be required, is appropriate and to identify potential trainers.
* To co organise /facilitate events/ activities and networking sessions working alongside community members to develop and or progress small project ideas. As appropriate to support MEC teams by being actively involved in the delivery of projects. This may include walking activities, cycling, gardening cooking or energy advice.
* Identify and engage effectively with individuals and groups from all backgrounds, abilities and ages, providing information as appropriate relating to health and wellbeing into understandable and appropriate language.
* Support the collection and maintenance of accurate information systems of records and activities.
* Maintain a high level of confidentiality in all aspects of work including client records and conversations.

**In addition to these duties, all staff are expected to:**

* Demonstrate and uphold MEC's core values: innovative; challenging; flexible; empowering, supportive; cooperative; inspirational; and adaptable.
* Assist with other aspects of MEC’s work as appropriate and such other duties in keeping with the general aims of the post as may from time to time be determined by the Director.
* Ensure that the requirements of the company’s Health and Safety policies and procedures are practised and observed.
* Ensure that the requirements of the Company’s Equal Opportunities, Environment and Data Protection policies and procedures are practised and observed.
* Attend training as required to continue to undertake and develop the role effectively.
* Contribute to Middlesbrough’s Public Health agenda, through developing a basic understanding of Public Health issues and signposting to local health improvement services. Appropriate training will be provided.
* As this post involves work with children and vulnerable groups, any appointment will be subject to a Disclosure under the Disclosure and Barring Service.

**PERSON SPECIFICATION**

JOB TITLE: Sustainable Living Trainer

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| Main Attribute | Detailed Attribute | Essential | Desirable |
| Qualifications | Good general education. | ✓ |  |
| A qualification in any of the following: Level 2 Food safety, Cycle Maintenance, Walking for Health, Horticulture, Energy Awareness. |  | ✓ |
| Driving Licence. | ✓ |  |
|  | TAQA or PETALLs |  | ✓ |
| Knowledge and Experience | Experience of delivering practical sessions with community groups. | ✓ |  |
| Experience of delivering any or all of the following nutritional programmes/walking and or cycling programmes/ community growing energy advice within community settings. |  | ✓ |
| Computer literate, with knowledge of packages such as Microsoft Word, Excel & Powerpoint. | ✓ |  |
| Experience in planning and organising events. | ✓ |  |
| Knowledge about sustainable living and environmental issues. |  | ✓ |
| Personal Attributes | Friendly, caring and non-judgemental attitude. | ✓ |  |
| Excellent written and verbal communication skills. | ✓ |  |
| Commitment to supporting individuals to make acceptable and achievable changes to healthier and more sustainable lifestyles. | ✓ |  |
| Organisational skills and ability to use initiative to successfully plan workload for self and others and meet agreed objectives. | ✓ |  |
| A commitment to continuing education. | ✓ |  |
| Able to work as part of a multi-disciplinary team, valuing the contribution of others and understanding the opportunities to increase impact through working together. | ✓ |  |