



JOB ADVERT

Job Title

Community Coordinator

Key Information

- Location: Colchester, United Kingdom
- Salary: £25,000 Pro Rata
- Contract Type: Fixed Term
- Contract Length: 20 months
- Hours: 15-20 hours

Job Post Requirements

- Detail-oriented with the ability to manage multiple projects at a time.
- Friendly, enthusiastic and positive attitude.
- Outstanding written communication and presentation skills.
- Experience as a community planner or organizer
- A demonstrable respect for equality and diversity and the ability to promote equal opportunity practices
- The capacity to create and lead groups, as well as be a participative member of them
- An appreciation of diverse communities, as well as an understanding of methods of engagement for 'hard to reach' groups
- The ability to relate to, motivate and empathize with a range of people from different backgrounds
- The ability to work independently, making decisions and using initiative to establish projects

Role Responsibilities

- Increase participation and engagement levels of Street Tag across the 4 existing Colchester Leaderboards.
- Launch a leader board for Secondary school children 11–18-year-olds
- Continued engagement and management of key project stakeholders such as project sponsors and a wide range of local organizations like the health sector, local authorities, schools, care homes and community groups.
- Work with partners to target specific groups (i.e. those with long term health conditions or from lower socio-economic groups).
- Work with local sports and culture organizations to create an engaging calendar of events.
- Attend 5 local events/roadshows to promote Street Tag
- Updating and maintaining project plans and marketing documentation – to include engagement planning and event management documents.
- Attend and support local steering-group meetings.
- Work alongside CBC colleagues-Active Environment Officer, Community Enabling Officer and other LA to join up initiatives.
- Visit each school twice a year.
- Create local events to drive Physical Activity and reward players for attending/getting involved.
- Engage with local businesses to create loyalty schemes.
- Working closely with the comms and marketing team to create and deliver a communications and marketing plan-Street Tag, CBC and Active Essex.
- Problem solving and adapting to the changing needs of the project as they arise.
- Management of social media activities via CBC, Active Essex and Street Tags accounts.
- Coordination of the prize distribution for schools and scheme participants. Arranging photo opportunities, press releases, blogs from winning teams.
- Feed into evaluation, demonstrating the impact of the programme and how partners are working together for long term well-being of residents.
- Manage a legacy programme supporting participants to stay active
- Present at relevant conferences/events.

Call to Action

To apply for the Role of a Community Coordinator, please send a copy of your CV by 4th of July to support@streettag.co.uk and a short cover letter. We will aim to get back to you within 2-5 working days. Thank you for your application.