



A MENTAL HEALTH SOCIAL MOVEMENT

8-10 WEST STREET, OLD MARKET, BRISTOL, BS2 0BH · 0808 808 9120  
REGISTERED CHARITY #1085351 · OTRBRISTOL.ORG.UK

---

## **Job Pack** **Project Coordinator (Nature Works)**

Thank you for your interest in this role, please find below some information to help you decide if you would like to apply. In the interests of equality CVs will not be accepted, so please apply via the website. Applicants will be assessed on their ability to meet the criteria listed in the Person Specification.

The closing date for this role is **2nd December 2024 at 11.59pm** and interviews will be held on **10th December 2024**. Candidates shortlisted for interview will be informed by email - we are not able to offer individual feedback to unsuccessful candidates.

To have an informal discussion about the role, contact **Martha Baker** - [martha@otrbristol.org.uk](mailto:martha@otrbristol.org.uk)

## Role Summary

<b>Job Title</b>	Project Coordinator (Nature Works)
<b>Salary</b>	OTR Band B+   Starting salary £26,882 fte (£16,129.20 pro rata)
<b>Hours</b>	22.5 per week   0.6 fte
<b>Contract</b>	Fixed term to 12 months
<b>Leave</b>	Flexible - our basic entitlement is 28 days (pro rata). However, OTR operates a flexible leave policy and you are entitled to request as much leave as you would like and need.
<b>Pension</b>	With The People's Pension - up to 3% employer contribution on qualifying earnings
<b>Location</b>	Based at OTR, 8-10 West Street, St Philips, Bristol, BS2 0BH and in locations across Bristol and South Glos.
<b>Accountable to</b>	Team Manager (Community Partnerships)
<b>Job Purpose</b>	<ul style="list-style-type: none"> <li>● To develop a rolling and varied programme of Nature and outdoors based wellbeing workshops, activities and events.</li> <li>● To develop and coordinate this programme in collaboration with other providers, partners and external stakeholders, creating new strategic and operational relationships with outdoor and nature based agencies and individuals.</li> <li>● To deliver the programme in a highly participatory way that focuses on the needs of young people and amplifies their voices to influence the design and development of the service.</li> <li>● To facilitate Nature based workshops and projects for young people, to support their mental wellbeing.</li> </ul>
<b>Key Relationships</b>	<ul style="list-style-type: none"> <li>● Team Manager (Community Partnerships)</li> <li>● Community Partnerships team; Project Coordinators for Art Works and Sport Works coordinators</li> <li>● Project partners</li> <li>● OTR staff and volunteers</li> <li>● External partners</li> <li>● Volunteers and Students</li> <li>● Young people</li> </ul>

## Role Description

<b>Project Management</b>	<ul style="list-style-type: none"> <li>● To lead on the design and coordination of a range of wellbeing focussed services, events and activities relating to nature connection and being outdoors.</li> <li>● To deliver towards a delivery budget, with support from the line manager.</li> <li>● To ensure evaluation and feedback on all activities are gathered and shared.</li> <li>● To engage a diverse range of young people from across Bristol and South Glos with at least 50% of participants coming from backgrounds that typically face barriers to accessing mental health support.</li> <li>● To work with the comms team on project signup and recruitment as well as the branding of the project and promote the work across Bristol and South Gloucestershire.</li> <li>● To develop and maintain positive relationships with relevant external agencies and individuals.</li> <li>● To facilitate nature based workshops and projects for young people aged 11-25</li> </ul>
<b>Supervision &amp; Safeguarding</b>	<ul style="list-style-type: none"> <li>● Act quickly and efficiently in relation to Safeguarding concerns, working alongside your team to ensure that at risk young people are flagged and supported consistent with local protocols and procedures.</li> <li>● Attend regular supervision and team meetings with the Community Partnerships Team Manager as agreed.</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>● To engage in training and development appropriate to the role</li> <li>● To commit to the core values of OTR, including young people's empowerment and participation.</li> <li>● To work within the spirit and framework of all OTR policies, governance, and delivery philosophy and to keep up to date with relevant training and professional development, especially in relation to Equality, Participation, Confidentiality, Vulnerable Adults and Child Protection and Safeguarding.</li> <li>● To ensure all paper and electronic personal records are managed and stored safely at all times.</li> <li>● To respect and maintain the confidentiality of all staff, volunteers and young people at OTR internally and with external agencies.</li> </ul>

## Person Specification

	Essential	Desirable
<b>Education &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>● Demonstrable and relevant education and learning in line with the requirements outlined within the role.</li> <li>● Evidence of ongoing professional development.</li> </ul>	<ul style="list-style-type: none"> <li>● A recognised qualification of health or social care, Evidence of ongoing professional development.</li> <li>● A qualification in Forest School, or equivalent nature based practice.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>● Demonstrable experience working with young people.</li> <li>● Experience working with groups of young people through nature and outdoors based practices.</li> <li>● Experience of project coordination, development and maintenance.</li> <li>● Experience with Safeguarding, Confidentiality and Risk.</li> <li>● Experience building and managing relationships with partner organisations.</li> <li>● Experience facilitating nature based workshops</li> </ul>	<ul style="list-style-type: none"> <li>● Experience of managing or coordinating events.</li> <li>● Experience in gardening/ allotmenting/ growing.</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>● Knowledge of nature based wellbeing activities and their impact on mental health.</li> <li>● Knowledge of local environmental, food growing, environmental and nature based organisations and the ability to engage positively with them.</li> <li>● Knowledge of local systems and care pathways for young people across social care, health and the charity sector.</li> <li>● Knowledge of safeguarding and best practice.</li> <li>● An excellent working knowledge of anti-oppressive and equalities issues.</li> </ul>	<ul style="list-style-type: none"> <li>● Knowledge of young people's mental health and wellbeing and the surrounding policy context.</li> <li>● Knowledge of digital platforms and social media.</li> </ul>
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>● Skilled in leading groups of young people in outdoor activities and nature connection.</li> <li>● The ability to work independently and get results.</li> <li>● Resourceful and motivated.</li> <li>● Excellent communication skills and the ability to build networks and alliances with relevant stakeholders.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Excellent organisational skills and the ability to prioritise and manage a demanding workload.</li> <li>• Ability to engage critically with the work and the field of mental health.</li> <li>• Excellent IT skills.</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Passionate about nature, environmentalism and connection to the outdoors and the ability to ignite that passion in others.</li> <li>• Creative, collaborative, adaptive and diplomatic.</li> <li>• Supportive and encouraging.</li> <li>• Resilient; able to model good self care.</li> <li>• Values led with a personal commitment to equality, diversity, social justice and change.</li> <li>• A strong personal interest in and commitment to the mental health and wellbeing of children and young people.</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>• Access to own transport and ability to travel to multiple sites across Bristol and South Glos, sometimes on the same day.</li> <li>• A willingness to work flexibly, including some evenings and weekends.</li> </ul>	<ul style="list-style-type: none"> <li>• A full, clean driving licence and access to a personal car.</li> </ul>

## About us

OTR is a mental health social movement by and for young people. The charity is at an exciting stage of its 59-year history and is proud to be reaching more young people than ever before (over 20,000) across Bristol, South Gloucestershire, and North Somerset with creative and diverse mental health and wellbeing info and support.

Our approach to mental health is grounded in a set of beliefs and assumptions that underpins all of our work. We believe in celebrating diversity, empowering and mobilising young people to make change, and that catering to the unique strengths, interests and circumstances surrounding young people is key. Our approach centres on collaboration and partnership, building relationships between individuals, peers and communities.

Each day is as engaging and fulfilling as the last, and with a network of supportive, community minded people, we hope you'll feel welcome here. As a thank you, we like to compensate our employees for the important work they do with a range of benefits including a flexible leave policy (38 days), healthcare cost assistance with HealthShield, flexible and hybrid working arrangements, enhanced sick pay, parental leave, continual training and development, free yoga and reiki, and more (subject to contractual terms and conditions).

At OTR, whatever your role or professional background, you will be expected to work in a way that is anti-oppressive and inclusive. A key focus for OTR is to develop an organisation that is inclusive for all but we do not claim to be experts in this. We are committed to continuous learning and improvement in these areas and invite you to join us on this journey.

OTR recognises the benefits to individual practice and organisational credibility of having a diverse community of staff and volunteers and to this end is continually working towards building and maintaining an environment which values and pursues diversity accordingly.

We recognise that tackling systemic inequality, prejudice, racism and oppressive practice requires each of us to actively engage, self-examine and make changes where necessary, in order to improve access and equitable experience for all in society and all of those who come through our doors at OTR.

<b>What We Believe</b>	<b>What We Value</b>	<b>How We Behave</b>
<ul style="list-style-type: none"><li>• We believe that our offer should be inclusive of all cultures and identities</li><li>• We believe that young people have unique strengths, interests and circumstances</li><li>• We believe that the world around us impacts our wellbeing</li><li>• We believe in placing young people at the heart of our work</li><li>• We believe in innovating and evolving to improve our offer for young people</li><li>• We believe that relationships are what make the difference</li><li>• We believe in the power of partnerships</li></ul>	<ul style="list-style-type: none"><li>• Collaboration</li><li>• Diversity</li><li>• Learning</li><li>• Sharing</li><li>• Participation</li><li>• Self-efficacy</li><li>• Self-care</li><li>• Transparency</li><li>• Agency</li><li>• Creativity</li><li>• Social Action</li><li>• Pragmatism</li></ul>	<ul style="list-style-type: none"><li>• We're accommodating</li><li>• We're integrated</li><li>• We're thoughtful</li><li>• We're supportive</li><li>• We're open</li><li>• We're resourceful</li><li>• We're resilient</li><li>• We're communicative</li><li>• We're independent</li><li>• We're imaginative</li><li>• We're motivated</li><li>• We're adaptable</li></ul>