



**HEALTH FOR ALL (LEEDS) LTD
OUR FUTURE BEESTON HUB WORKER**

JOB DESCRIPTION

- SALARY:** £25,550 Full Time per annum
£10,220 Actual per annum
- PENSION:** 5% Employer Contribution
- HOURS:** 15 hours per week
(Worked flexibly throughout each month, with evening & weekend working essential - exact requirements will be decided in collaboration with Our Future Beeston Steering Group)
- CONTRACT TYPE:** Fixed Term for 3 years
- LOCATION:** Beeston Village Community Centre, Health for All Offices, Home working and other venues as required by the Steering Group.
- CONNECTED TO:** Working closely with the Together for Peace development worker for Beeston, you will be connected to the overall Climate Action Leeds project team. Please read more about Climate Action Leeds here:
www.climateactionleeds.org.uk
- RESPONSIBLE TO:** Our Future Beeston Steering Group
- REPORTS TO:** Management – Health for All
Operational – Our Future Beeston Steering Group



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MAIN PURPOSE OF POST

- To maintain a balance between supporting local residents to deliver, and actually implementing themselves, a range of tasks, varying in each locality & during the lifetime of the role.
- To work with Our Future Beeston to support the oversight & implementation of the Beeston Climate Action Plan - and to develop new or amended plans annually, or as required by Our Future Beeston.
- To operate in line with Health for All values showing commitment and a positive attitude to the post and Health for All objectives.

Duties

1. To support the development of, and coordinate volunteers for, a Climate Action Hub in Beeston (what this looks like in practice will be determined by local residents involved in Our Future Beeston.)
2. To support & develop the capacity of local residents to initiate & undertake new projects as determined by Our Future Beeston, including developing funding proposals including securing funding from additional sources as required.
3. To support volunteers (primarily local residents) to take part in activities developed by Our Future Beeston.
4. To raise awareness of Our Future Beeston in the local community (both in person & online) and to engage people to increase participation in the Hub and Our Future Beeston's activities.
5. To facilitate meetings in a creative & participatory way.
6. To support Our Future Beeston with administrative tasks and other tasks as required.



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7. To ensure that Our Future Beeston social media platforms are kept up to date.
8. To connect local residents with other organisations (locally, regionally, nationally, even internationally) where the connection will be beneficial.
9. To liaise with the Together for Peace Development Worker about wider Climate Action Leeds activities.
10. To participate in Climate Action Leeds meetings & events as required, and to encourage Our Future Beeston members and local residents to participate in Climate Action Leeds events and activities as appropriate.
11. To carry out the duties of the post with due regard to the charity's Equal Opportunities, Diversity, and other policies.
12. To undertake any other tasks required to further the aims and objectives of the project.



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