

high

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PLACE FOR ALL PARTNERSHIPS OFFICER



Welcome to High Trees!

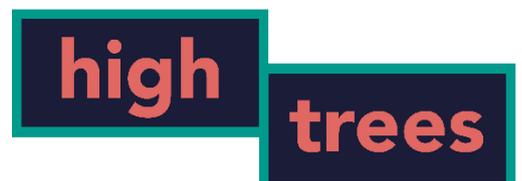
High Trees was born of the local community 22 years ago, through collective community action to save the old library based in Tulse Hill, turning it into a Community Development Trust. Today, High Trees has grown significantly and is a well-regarded and trusted community anchor in Lambeth, delivering and leading on a range of integrated services to connect people and communities to strengthen skills and build stronger voices.

Our 4 cornerstone support areas provide integrated services in:

- **Community Education & Training:** We specialise in delivering basic skills training to provide individuals with the skills they need for work and life, including ESOL, functional skills, ICT and vocational courses
- **Employment & Welfare Advice:** We provide person-centred employment support for long-term unemployed individuals and those stuck in low-paid work, to improve their economic position through sustainable employment opportunities and career progression
- **Children, Young People & Families:** Working on the basis of early intervention, we deliver a range of services focused on play, study and social action aimed at improving the aspirations and well-being of children and young people, and strengthen families
- **Community Action:** We embed Community Organising within the locality to nurture and capacity build individuals and community groups to develop advocacy skills and empower them to take collective community action on issues that affect them, whilst also improving representation in decision making

High Trees strives to ensure our services remain firmly rooted in the local community, responsive to and driven by local need and always delivered in the spirit of partnership and collaboration.

Visit our [website](#) for more information about High Trees and the work we do.





High Trees' Partnership and Development Team

The High Trees' Partnership team currently leads on the development of three Lambeth-based partnerships programmes in the areas of social and economic exclusion, youth development and community space.

The Place for All (PFA) partnership, being one of them, is a collective of three Lambeth charities, working together to provide a multifaceted service for socially and economically excluded residents in Lambeth whilst strengthening and creating models of good practice for the voluntary and community sector. The partnership is comprised of High Trees Community Development Trust, The Baytree Centre and IRMO (Indoamerican Refugee & Migrant Organisation).

There is a particular focus on supporting Lone Parents (women), Black and minority ethnic communities, Latin-American, Portuguese, and migrant communities and over 50s age groups as the most socially and economically excluded groups in the borough. Delivering place-based interventions and projects, we support people to build relevant skills and confidence, we offer employment and welfare advice and provide people with vital civic engagement tools to create meaningful change to their lives and their communities.

PFA PARTNERSHIPS OFFICER

Job Description

As the PFA Partnerships Officer, you will sit within High Trees' Partnerships and Development team, and you will be working with its Partnerships and Development Manager to implement PFA's strategy for the year. Based primarily at High Trees, who are the lead partner for the partnership, part of your role will see you work across all three organisations throughout the week.

You will be working with residents and communities on a diverse range of projects and services, acting as the lynch pin between PFA's delivery teams. Along the way, you will ensure the people we serve play an active and meaningful role in service delivery and are supported to access the wide range of provision available through the PFA partnership. You will maintain a collaborative approach across all PFA delivery areas, leading the facilitation of workshops to ensure that our service users feed into service design. You will be at ease working with and conducting outreach with people from a range of different backgrounds, many of whom are from traditionally hard to reach groups, but also at building close and productive relationships with others in the local community sector, facilitating and supporting referrals across PFA.

You will be skilled at project delivery, whilst also possessing the administrative and organisational skills to ensure all work is clearly tracked, monitored and evaluated as per our funder's requirements. You will work with the Partnerships and Development Manager on PFA communications – ensuring social media and copy publicity including production of articles and project updates is regularly provided for team specific and PFA-wide promotional material to allow the partnership to promote its services across the borough and beyond. Your work across PFA will contribute to ensuring PFA's innovative approach to community development meets its aims of providing the highest quality provision and continually striving to improve and expand its services as defined by the service users themselves.

An understanding and passion for community work and organising, strong relationship building skills and an ability build the voice and brand of PFA are essential to the role.

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Job Title	PFA Partnerships Officer
Salary	£23,000 - £27,000
Hours	Full-time 35 hours per week
Reporting to	Partnerships and Development Manager
Location	High Trees, 220 Upper Tulse Hill, SW2 2NS
Role overview	<ul style="list-style-type: none">• Coordinating the collaboration of delivery teams within the partnership (particularly as organisations are moving back to face-to-face delivery post-lockdown)• Creating a set of engaging, useful and inspiring joint events across the partnership• Conducting outreach, recruitment and engagement of communities to utilise PFA services and support referrals and progressions in, through and out of the partnership• Leading on and conducting regular community-led focus groups, workshops and surveys and identify new and creative ways to centre community voice at the heart of PFA• Building the PFA brand and message by setting up a website, collecting and writing stories and sharing our successes via social media and newsletter campaigns• Work with High Trees' Partnerships and Development Manager to:<ul style="list-style-type: none">• Develop, plan and co-ordinate an effective communications pathway including regular meetings between the 3 PFA partners• Support the PFA delivery teams to ensure that work and performance targets are monitored, recorded and reported in a timely fashion• Actively promote the partnership and produce publicity materials as well as written reports for funders and supporters• To support in the administrative functions as required by the Partnerships and Development Manager including data inputting and measuring the impact of PFA's work• Attend regular training and development opportunities to maintain an up-to-date knowledge of safeguarding, health and safety and local policy developments• Any other duties that fall in line with your role, as may be reasonably required by the Partnership Manager• To be a pro-active team member that generates a positive environment where people feel supported and continuously engaged

PERSON SPECIFICATION

The person specification is an idea of skills, knowledge and experience required to carry out the job. The person specification will be used in the short listing and interview process for this post. Applicants who possess the essential requirements but not the desirable requirements should not be discouraged from applying.

Essential

- A minimum of 2 years' experience of working to co-ordinate projects, activities or services
- Two years' experience of working with local communities in areas of disadvantage
- Ability to organise and prioritise multiple deadlines and manage routine administrative tasks
- Ability to advocate on behalf of communities and involving them in decision making processes
- Strong interpersonal skills at all levels with an ability to negotiate effectively across organisational boundaries
- Strong communication, negotiation and influencing skills
- Strong organisational skills, ability to plan and prioritise own work and manage routine administrative tasks
- Experience creating and delivering communications outputs, specifically writing engaging posts and articles, creating publicity materials and sharing organisational successes through social media and newsletter campaigns
- Competency in IT, including using Microsoft packages; Word, Excel and Outlook
- An understanding of and commitment to equal opportunities, and to work in a non-discriminatory way
- Ability to produce regular and accurate project reports
- Flexible and adaptable to new situations and able to motivate and inspire others
- Able to cope under pressure and accept responsibility to meet goals

Desirable

- Ability to measure the impact of projects delivered
- Spanish and/or Portuguese Speaker
- Willing and available to work outside usual office hours, including evenings and weekends

WORKING AT HIGH TREES

We know our staff are our biggest asset and our biggest investment. Our small yet dynamic staff team of 22 have come to High Trees through a variety of paths; some have a long track record of work in the sector, others have brought in skills learned elsewhere and some have joined our staff through using our services. All share a passion for the work we do and a commitment to ensure our impact is meaningful for those we work with.

All our staff are supported to grow and develop through regular one-to-ones with their manager, a programme of organisation wide and individual CPD and are given the opportunity to contribute to the work of the organisation as a whole rather than focused solely on the work of their team. We're proud of the fact that over 50% of our Service Managers have been promoted from within our organisation.

Benefits of working at High Trees include 24 days holiday rising by 1 day each year after 2 years' service (capped at an additional 8 days) with at least an additional 3 days off each Christmas, enhanced maternity/paternity/adoption leave after 2 years' service, up to 5% contribution to the staff pension scheme, a 24 hours employee support line and a clear pay structure with yearly increments (based on performance).

We know that if you're considering a role at High Trees, you are primarily driven by a desire to make impactful change and we hope you will consider joining our team.





HOW TO APPLY

Please send a CV, covering letter (of no more than two sides of A4) and applicant monitoring form and additional information form to Stephanie Gamauf at admin@high-trees.org with 'PFA Partnerships Officer' in the subject line. All applications must be received by 11.59pm on the 25th April. We will be doing interviews on a rolling basis. Interviews are comprised of two rounds, with the second including an assessment.

QUERIES

If you have any questions about the role or High Trees, please call 020 8671 3132 or email admin@high-trees.org.

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**Meeting everyone
as a person of
great potential**

High Trees Community Development Trust
220 Upper Tulse Hill, London, SW2 2NS
020 8671 3132