



## **Freelance Project Coordinator for Thriving Norwood**

**Thrivning Norwood is looking for a freelance Project Coordinator, could that person be you?**

Have you got strong administration skills?

Are you interested in helping make your local area an even better place to live in?

If the answer is yes, then please read on, this could be the job for you.

### **What is Thriving Norwood**

Thrivning Norwood is a community led health and wellbeing network connecting people, projects, organisations and support across our neighbourhood which has grown out of a grass roots funding scheme supported by Lambeth Public Health and run by Norwood Forum.

The 'home' of the network is Norwood Forum, which is a community run volunteer organisation; member of the Lambeth Forum Network. A successful grant application to the Lambeth Changing Lives programme has enabled funding to support the appointment of this freelance Project Coordinator, whose role we see focused on three distinct, but heavily interconnected, areas:

### **Stakeholder Network Group**

- Facilitate and support the Stakeholder Network Group.  
This is a group made up of major service providers both National Health Service (NHS) and Not-For-Profit organisations (NFP), social prescribers, General Practitioners (GPs), local councillors and Lambeth officers that meets monthly online. Each meeting has a theme with invited guest speakers working within the Health and Wellbeing (H&WB) realm with the purpose of growing knowledge and extending the network.  
The Stakeholder Group is co-chaired by Kim Hart, Chair Norwood Forum and Cheryl Alfred, Project Support Assistant & Health Equity Champion, Herne Hill Group Practise. Kim and Cheryl will be joint line managers for the new Project Coordinator.

### **Sector Facing**

- Connecting and supporting those involved in delivering H&WB initiatives across Norwood
- Be a conduit between the sector and the community
- Identify sources of funding to support local H&W projects
- Growing the Thriving Norwood network
- Increase services available at existing Health & Wellbeing Hubs (3) and set up new Hubs, specifically one that has a core focus on Relationships and Family.

### **Public Facing**

- Raising the public profile of Thriving Norwood in a two way conversation with the community
- Promote the existing and new Health & Wellbeing Hubs.

The role is funded for a period of 12months. It will be for 18 hours a week – to be worked flexibly – for approximately 48 weeks during this period. The hourly rate will be £20 and payment will be monthly on production of an invoice.

## **Job Description**

### Essential attributes:

- Excellent communication skills – both verbal and written
- Strong admin and IT skills
- Access to own computer/laptop with a full suite of Microsoft Office 365 or similar
- Flexibility
- Self-starter – able to work with minimal supervision
- Must be able to attend evening and weekend meetings and events
- A demonstrable understanding of what diversity means
- Community focused - ear to the ground/local knowledge and commitment to involving all sections of the community
- Proven ability to engage with a wide range of stakeholders
- Deliver projects on time and to budget.

### Desirable attributes:

- Familiarity with operating online platforms such as Zoom, MailChimp, Survey Monkey, Eventbrite etc
- Ability to produce all the media needed to promote Thriving Norwood activities and campaigns including using Canva or similar for flyers, etc.
- Experience of website management: Drupal or similar (training will be provided)
- Social media experience: Facebook/X/Instagram
- An understanding of the various public sector organisations
- An understanding of GDPR, especially how it impacts the personal details we might collect and potentially wish to share.

### Duties:

Working closely with the co-chairs, this proactive role will include:

- Supporting the Stakeholder Network Group as outlined above
- Carrying out the work as described in the Sector and Public Facing sections above
- Monitor, forward, draft responses or respond to emails to Thriving Norwood
- Draft agendas, summon, attend, advise, and produce appropriate notes within two working days
- Other day to day administrative tasks relating to running a community organisation including organising remote/physical meetings and events
- Keep the website pages up to date and ensure continuous improvement
- Develop and maintain a knowledge database
- Produce and send out a monthly newsletter
- Social media - monitor, post and respond to posts
- Maintain the electronic administrative records, including agendas and minutes
- Create policy documents as required.

## **Measurements of Success**

Our Changing Lives grant application outlined a series of measurements of success, and these will form the framework for this 12 month contract. Please refer to the attached document for these details.

The measurements of success will be monitored by the Coordinators two line managers through prearranged monthly progress meetings. There will also be a half way full project review by the Stakeholder Network Group, which will be fed into by:

- A separate community focus group made up of individual community members who have engaged with the project
- and the outcomes of 121 conversations with families who have similarly engaged with Thriving Norwood.

The framework will be designed to be flexible enough to embrace new opportunities as well as refocus existing elements of the project, over the full 12 month period.

Terms & conditions:

Position: Freelance contract for 12 months. You will be entirely responsible for your own tax and national insurance

Hours: 18 per week; entirely flexible except for meetings

Rate of pay: £20 per hour

### **How to apply**

To apply for this position, please provide all of the following:

- A detailed response to the Job Description above
- Two references of similar work are required, one of which should be no older than 2 years
- A CV.

Please email this information to:

[thrivingnorwood@norwoodforum.org](mailto:thrivingnorwood@norwoodforum.org) by the deadline of 12noon, Wednesday 9 October 2024

Website: [www.norwoodforum.org/thriving-norwood](http://www.norwoodforum.org/thriving-norwood)

If you have any questions prior to applying, please contact:

Kim Hart <mailto:thrivingnorwood@norwoodforum.org>