

**Background Information and details for the role of  
Communications and Admin Officer (28hrs)  
Salary £25,000 - £28,000 (pro rata)**



**About Us**

William Morris Big Local is a community organisation with National Lottery funding that aims to make the William Morris area of Walthamstow an even better place to live, work and play in for the benefit of all.

We are run and organised by local people who live in the area and set the priorities for the funding in consultation with the local community. Past initiatives have included everything from a landmark mural to over 50s keep-fit, nature walks and youth clubs. We have also funded grassroots initiatives through our community chest grants scheme helping create more worthwhile activities in the area.

In April 2018 we had an ambitious three-year plan approved by the National Lottery which centres around enhancing *Open Spaces*, supporting *Enterprise* and continuing to strengthen the *Community*.

We are now looking for a new member of staff to join us in helping deliver this exciting plan. Our new staff member will work alongside us and our Development Project Lead on programmes and projects as well as supporting the core operations and communications at WM Big Local.

**Our Plan's Focus**

***Improving Outdoor Spaces***

We want to bring about wider access to outdoor activities and quality open spaces as well as enhancing our urban environment through greening projects and public realm improvements. We want to support the community to act together on improving our area and get directly involved in transforming outdoor spaces large and small. This in turn will help reduce pollution and make our area more wildlife friendly.

***Supporting Local Business and Enterprise***

Our plan will grow an enterprise offer in partnership with local entrepreneurs and support providers who can add value to the programme. We will also be engaging in social enterprise which is a business model "*that trades to tackle social problems, improve communities, people's life chances, or the environment*" (Social Enterprise UK).

***Strengthening the Community***

To achieve this, we will create more opportunities for people to come together to learn new skills, have fun, socialise and feel connected to the area. This includes making the most of our existing and new community spaces and encouraging more activities, programmes and *Get Togethers* to take place for the benefit of everyone.

More information about William Morris Big Local including our 3-year plan can be found here: <http://wmbiglocal.org>

## **Job Description**

### **William Morris Big Local Communications and Admin Officer**

This post is funded by William Morris Big Local Partnership and the successful applicant will be employed by Crest, the Local Trusted Organisation.

**Job Purpose:** To provide communications and operational support to enable local people and organisations in the William Morris ward of Walthamstow to have the opportunity to engage in initiatives and projects resourced by the William Morris Big Local Partnership.

**Hours:** The role is for 28 hours covering 4 days a week which can include some evenings and weekends as needed.

### **Main Tasks and Responsibilities**

Alongside the William Morris Big Local Partnership and Development Project Lead to:

#### **Communications and Engagement**

1. Organise awareness raising and community engagement opportunities for residents to continue to shape and participate in the delivery of the Big Local Plan
2. Manage website and social media platforms and generate engaging, relevant content
3. Organise community events including sourcing suppliers and resources
4. Recruit and support local people to volunteer with WMBL supported projects, helping them to grow their capabilities and connect with other people
5. To attend local events to raise the profile of Big Local in the area
6. Work with local partners and stakeholders to ensure they are informed about initiatives and can get involved where appropriate
7. Liaise with representatives from Local Trust (Big Local national agency), keeping informed about Big Local systems, expectations and opportunities
8. Draft communication updates including community newsletters and circulate to all local homes
9. Report to the Big Local Partnership on activities, partnerships and developments on the ground
10. Arrange meetings and workshops and develop the contact database

#### **Operations**

1. Provide administrative and other resourcing support to the Partnership, including meetings management and recording activities
2. Maintain files of record relating to WMBL activities and agreements. Develop spreadsheets, diagrams and process maps to document needs
3. Liaise with Crest to coordinate financial payments and budget reporting
4. Assist in the ongoing development and implementation of the WMBL Plan and associated budget
5. Provide administration support to provide feedback, track impact and learning processes
6. Ensuring that all project records are maintained in line with Data Protection requirements

## Person Specification

### Essential

- Minimum of 3 years relevant professional experience
- Ability to build relationships and actively encourage participation with diverse communities
- Ability to work within grassroots settings
- Track record of setting up and maintaining websites and social media platforms, including content and campaign development
- Excellent written, verbal and presentational skills with a track record of producing high quality, inspiring and compelling materials for a range of audiences
- Ability to self-generate content, including commissioning design and copy
- Planning and organising events
- Experience of setting up and managing administration systems and processes
- Ability to manage a varied workload and work to deadlines
- Excellent IT skills
- Available and willing to work some evenings and weekends, as required

### Desirable

- Experience working on community-based programmes
- Experience of developing and maintaining partnerships
- Volunteer recruitment and management
- Knowledge of GDPR

### Personal Qualities

- Passion in striving for excellence
- Curious and reflective
- Constantly seeking self-improvement
- A flexible, community-based approach

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## How to Apply

If you are interested in applying for this role, please send us an up to date CV and a covering letter explaining how you meet the personal criteria citing your most relevant experience. Please keep your covering letter to a maximum of 1000 words. Applications need to be received no later than **Monday 19<sup>th</sup> November at 5.00pm** and sent to:

***William Morris Big Local, C/O Crest Waltham Forest, Peterhouse, 122 Forest Rise,  
Upper Walthamstow Road, London, E17 3PW***

or emailed to: [paula.lesurf@crestwf.org.uk](mailto:paula.lesurf@crestwf.org.uk) (quoting "WMBL job role" in the subject header)

For more information about the role please contact Chrys Christy (Chair of Partnership) by email on [chrysc@live.co.uk](mailto:chrysc@live.co.uk).