**Access & Community Officer**

**Job Description**

Your Park Bristol & Bath is a young charity committed to everyone feeling the benefits of Bristol and Bath’s parks. We work in partnership with communities who are least likely to visit parks and aims to increase park use through a range of projects.

We have published research into the experience of Disabled people and carers (DP&C) when trying to use Bristol and Bath’s parks. [Not just a check box](https://yourpark.org.uk/not-just-a-checkbox) identifies many challenges DP&C face when trying to us parks and makes recommendations for how to improve things for these connected communities.

We have built a partnership of national and local DP&C organisations and secured funding from the Heritage Lottery Fund to take forward these recommendations through the Parks 4 All project.

This role will support the Parks 4 All project to create safe, inclusive, welcoming and enjoyable parks that DP&C can access for their free health and wellbeing benefits.

The Parks 4 All project will:

1. Co-develop ideas and influence change with DP&C;
2. Test, develop and promote community led Park Access Assessments in Bristol and Bath;
3. Publish the Park Access Assessment Toolkit and encourage communities to use it nationwide;
4. Create and oversee a programme of accessible volunteering opportunities;
5. Support FoGs to make their parks and park activities more inclusive;
6. Pilot a user-led digital platform to share accurate park facility information.

*We want you to apply if you have your own experience of challenges visiting your local parks. We want to receive applications from Disabled people and carers.*

**Role Profile**

**Reports to:** Access & Community Lead

**Hours:** 0.7-0.8FTE (24.5-30 hours per week), worked flexibly to suit your needs.

**Contract**: 12-month contract with intention to extend.

**Salary:** £24,000 FTE

**Location**: Home-based contract with access to shared office space at Engine Shed. There will be weekly travel for meetings, site visits and to support activities and volunteers.

**Benefits**: Nest pension after probation period, Employee Assistance Programme, Disabled Committed Employer, Living Wage Employer, flexible working with access to shared office space, 25 days annual leave pro rata with additional leave for your Birthday and office ‘closure’ between Christmas and New Year.

**What you will do**

You will enable a programme of inclusive and accessible volunteer opportunities across Bristol and Bath including sensory walks, nature based volunteering and Green Social Prescribing activities.

You will be responsible for leading our Sensory Walk Volunteers programme (made up of DP&Cs), setting up systems and processes, recruiting volunteers and supporting them to be confident in leading sensory walks in their local parks. You will work with local DP&C organisations and Sense to coordinate, promote and complete evaluation for all sensory walks.

You will work with our Nature & Community Leads and other people running park activities to support DP&C to get involved in more accessible nature-based volunteering. You will ensure activities are designed for participants needs and that they have everything they need to take part.

Friends of Park Groups across Bristol & Bath are committed to making their activities and parks more inclusive. You will support them to make Accessibility Guides for their park, provide training in how to make their activities more inclusive and support DP&Cs interested in volunteering to attend their first sessions with Park Groups.

You will support the Access & Community Lead to develop and test Park Access Assessments over the project period by recruiting DP&Cs, providing support to the Project Working Group and by supporting workshops and activities.

You will work with the Access & Community Lead to develop external communication materials for the project including blogs for the website, newsletters, reports, posters and social media posts.

**Key responsibilities**

Across all of your responsibilities you will champion the needs of Disabled people and carers and adhere to the principles of [Nothing About Us Without Us](https://www.un.org/esa/socdev/enable/iddp2004.htm#:~:text=The%20motto%20%E2%80%9CNothing%20About%20Us,and%20with%20persons%20with%20disabilities.) to:

* Review and stay on top of the latest research on inequities in parks and green spaces including our own;
* Establish and co-ordinate the Sensory Walk Volunteer programme, leading recruitment and putting in place the support needed;
* Support the test of Park Access Assessments in six parks including doing local promotion, attending workshops and desk-based admin;
* Attend the Parks 4 All Project Working Group by attending meetings and taking minutes;
* Build partnerships with local DP&C organisations to find groups who are interested in using parks and being involved in activities;
* Work with Nature & Community Leads and other group facilitators to identify accessible volunteer opportunities and work with DP&Cs to attend;
* Work with our project team to improve accessibility of all Your Park Bristol & Bath activities;
* Collect case studies to demonstrate the impact of our work;
* Write blogs, report and social media posts for external audiences about the project;
* Liaise with Friends of Park Groups and provide advice and guidance in the creation of Accessibility Guides;
* Work with Friends of Park Groups to understand their needs develop training and workshops to improve the accessibility of their park and activities;
* Use our database, Donorfy, to keep up to date records for all project participants and volunteers.

Ideally you will use your lived experience of barriers to parks to inform your work.

**Knowledge, skills & experience needed**

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|  | **Essential**  | **Desirable**  |
| **Knowledge** | Good knowledge of Bristol and Bath. Knowledge of Asset Based Community Development, Nothing About Us Without Us and the Social Model of Disability. Good understanding of how to work with communities and partners. Knowledge of best practice in volunteer management.  | Relationships with local DP&C organisations and communities. |
| **Skills**  | Thoughtful, compassionate and patient. Good at working with people. Good communication, written and presentation skills.Creative thinker and problem solver.Seeing differences in how others think and behave as an advantage. Well organised.  |  |
| **Experience**  | Experience working with communities, particularly Disabled people and carers. Experience working in partnership with a range of organisations, people and groups.Experience supporting or leading volunteer programmes. Experience running inclusive activities outdoors or in public spaces.  | Your own experience of challenges visiting your local parks. Experience using CRM systems and databases.  |
| **Other requirements**  | Passionate about parks and improving access for communities not using them. Aligned with [our values](https://yourpark.org.uk/our-values). Must hold or be willing to undergo an Enhanced DBS check. |  |

**Don't meet all the criteria?**

Remember that you don’t have to have work experience to have the skills or knowledge to do a great job. We are interested in your potential, so encourage you to use examples from outside of work too for your covering letter.

**Impostor Syndrome**

Impostor syndrome is the overwhelming feeling that you don't deserve your success. It can convince us that we are not as intelligent, creative or talented as we are. It often strikes when applying for a job. If you recognise feelings of imposter syndrome during your job search, you'll find some [useful tips to help overcome it here](https://www.calm.com/blog/how-to-overcome-imposter-syndrome).

**Diversity and inclusion**

Our team has people from a wide variety of backgrounds, and it makes us stronger. If you share our values, you will find a home at Your Park Bristol & Bath.

All applicants will be treated equally but we want to increase the level of lived experience of challenges using parks in the team. We want to receive applications from visibly ethnic minority people, Disabled people, people who are caring for a loved one, and people from low-income households. For this role, we especially want to receive applications from Disabled people and carers.

**Please state in your cover letter whether you would like to be considered under our guaranteed interview scheme for Disabled or visibly minority ethnic candidates.** This scheme guarantees these groups an interview if they meet the essential skills, experience and qualities.

**How to apply**

Please submit your application via CharityJobs. Your application should include:

* Your CV
* A covering letter of no more than two pages setting out which area you are interested in and how your skills and experience meet the person specification

For questions about the role or if you need any adjustments to the application process to help you apply, please contact **jobs@yourpark.org.uk** or call **07742 881566**.

Applications close at midnight on **Wednesday 12th March 2025.**

First interviews (30 minutes, online) will be held on Tuesday 18th March. Second interviews will be held in person, at the Engine Shed in Bristol on Tuesday 25th March. We send all interview questions in advance and we would like someone to start as soon as possible.

**Your Park Bristol & Bath is an Equal Opportunities Employer.**
We guarantee interviews for visibly minority ethnic people and Disabled candidates who meet the essential criteria.