**Access & Community Lead**

**Job Description**

Your Park Bristol & Bath is a charity. We help everyone enjoy parks in Bristol and Bath. We focus on making parks easier for everyone to use, especially Disabled people and unpaid carers.

We asked Disabled people and unpaid carers how they find using parks. We found many difficulties and the people we spoke to made suggestions to fix them. We are now working with Disabled people and carers to improve parks and park activities.

We now have funding from the Heritage Lottery Fund to continue this work for the next two years.

As the Access and Community Lead, you will run the ‘Parks 4 All’ project. The project aims to make parks welcoming, safe and fun for Disabled people and carers.

There are three main parts of the project:

1. **Community Park Access Assessment Toolkit:** A toolkit to help groups of Disabled people and carers make their parks more accessible.
2. **Park Activities:** Organising activities in parks that are accessible to everyone.
3. **Inclusive Volunteers:** Support park volunteers to include more Disabled people and carers.

We’re want to receive applications from Disabled people and unpaid carers.

**Role Profile**

**Responsible to:** Head of Programmes

**You will manage:** Access & Community Officer.

**Hours**: 30 hours per week (flexible). We are open to job shares.

**Contract**: until August 2026.

**Salary:** around£28,000 a year (£22,400 for 4 days/week)

**Location:** work from home, with travel to Bristol and Bath.

**Benefits**:

* Pension
* Employee Assistance Programme
* 25 days holiday (pro-rata) + your birthday + extra time off over Christmas

**Important dates:**

* **Applications open:** 17th September 2024
* **Deadline for applications:** 13th October 2024
* **First interview (online):** 17th October 2024
* **Second interview (in person):** 23rd October 2024

**What you will do**

* Lead the ‘Parks 4 All’ project, with support from the CEO and Head of Programmes.
* Manage the Community and Access Officer.
* Manage partnerships with Disabled people, carers, and community groups.
* Deliver the Community Park Access Assessments (CPAA).
* Test and develop resources to make parks more accessible.
* Oversee activities like sensory walks and accessible volunteering.
* Represent the project at events and conferences.

**Main responsibilities**

 **Project Management:**

* Create plans and assign tasks.
* Lead meetings and partnerships.
* Manage the project budget with the Head of Programmes.
* Test the PPA Toolkit and share it across the UK.
* Ensure the project is well-managed and follows best practices.

 **Team Leadership:**

* Manage the Community & Access Officer and support the team.
* Make sure all activities in parks are accessible.

 **Communication:**

* Present the project at events.
* Work with councils to ensure parks are inclusive.
* Maintain good relationships with funders and local councils.

**What we are looking for**

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|  | **Essential** | **Preferred** |
| **Knowledge** | Good understanding of the issues faced by Disabled people and carers in Bristol and Bath.  Good understanding of the Disabled people’s movement and social model of disability.  Good understanding of working with community groups.  Knowledge of policies and developments to the work area. | Knowledge of Asset Based Community Development.  Knowledge of accessibility standards. |
| **Skills** | Good at working with different people and groups.  Good communication skills.  Good problem solving skills.  Understanding of others’ needs. |  |
| **Experience** | Experience managing projects and teams.  Experience organising accessible activities.  Line management experience.  Well organised with good attention to detail. | Lived experience of the barriers to parks.  Experience managing project budgets. |
| **Other requirements** | Passionate about parks and making them better for Disabled people and carers.  Aligned with our charity values.  Must hold or be willing to undergo an Enhanced DBS check. |  |

**Diversity and inclusion**

We welcome applications from all backgrounds. We especially encourage applications from:

* Disabled people
* Ethnic minority groups
* Carers
* People from low-income backgrounds
* Men (as our workforce is mostly women)

We have a guaranteed interview scheme for Disabled people who meet the job requirements. Please tell us in your application if you would like to be considered under this scheme.

**How to apply**

Please send your application to [jobs@yourpark.org.uk](mailto:jobs@yourpark.org.uk).

Your application should include:

* Your CV
* A cover letter (2 pages) explaining how your skills match the job requirements.

If you need any adjustments to help you apply, please email us [jobs@yourpark.org.uk](mailto:jobs@yourpark.org.uk) or call 07742 881566.

**Application deadline:** midnight Sunday 13th October.