



## **C103 Site Co-ordinator**

**Full time (potential for job share), 40 hours per week**

**12 month full time contract - £28,000pa  
(funded by the Shared Prosperity Fund)**

### **Job Overview**

We are seeking a dynamic and resourceful individual to take on the role of Site Co-ordinator for this community-owned building project.

The successful candidate will play a pivotal role in transforming the building into a vibrant community space by liaising with contractors, ensuring site safety, actively engaging in the reuse and repurposing of materials, managing good use of donated materials and creating regular opportunities to involve volunteers and future tenants to carry out works and projects on site at least twice a week.

This position requires hands-on skills (e.g construction/carpentry/electrical), a passion for the circular economy, creativity, and the ability to coordinate volunteers around projects to bring the community's vision to life. It will also require the ability to manage risks and create safe, well planned approaches to creating a building that is as special and as high quality as it can be within our available resources.

It will also require you to work with Plymouth Energy Community to support them to test and develop DIY assessments and technical energy assessments of community owned buildings in the city.

### **Responsibilities**

#### ***Site Management:***

- Oversee day-to-day operations on the site, ensuring that work progresses according to the project timeline, agreed works and budget.
- Collaborate with contractors to ensure quality workmanship and adherence to project specifications.
- Implement and enforce safety protocols to create a secure working environment alongside contractors.

- Liaise with building control, fire assessors and any other regulatory services as required.

***Material Reuse and Repurposing:***

- Actively participate in reusing and repurposing materials within the building.
- Source and coordinate the use of donated materials to minimise waste and promote sustainability.
- Develop creative solutions for incorporating salvaged materials into the construction and design process and an awareness of how to ensure their compliance to regulatory requirements.

***Volunteer Coordination:***

- Recruit, train, and coordinate volunteers to contribute to various aspects of the project.
- Foster a positive and collaborative environment that encourages community involvement.
- Provide guidance and support to volunteers, ensuring their contributions align with the project's goals.

***Circular Economy Advocate:***

- Promote and champion the principles of the circular economy throughout the project.
- Support the delivery of technical appraisals and DIY assessments in community owned buildings in innovative ways to minimise to support organisations to reduce their environmental impact and enhance energy efficiency.
- Create a system to monitor and collect data to understand the impact of reusing and recycling materials against what we would throw away.
- Collaborate with local businesses and organisations to further the circular economy objectives of the project.
- Liaise on site with sustainable energy installers and other trades people

***Experience:***

- Proven experience in construction, specific trades and/or site management.
- Familiarity with sustainable building practices and the circular economy.

***Skills:***

- Multi trade qualification or qualification/proven track record in general building, carpentry or electrical skills and able to demonstrate the ability to reuse and repurpose materials on site.
- Training in site management which could include for example - principal contract training, asbestos management, health and safety/risk management etc
- Strong project management skills with the ability to multitask, prioritise and respond to issues
- Excellent communication and interpersonal skills for working with contractors, volunteers, and the community.

***Creativity:***

- Demonstrated ability to think creatively and find innovative solutions to challenges.
- A passion for repurposing materials and creating unique, environmentally friendly items or spaces.

***Team Player:***

- Ability to work collaboratively with diverse groups, including the Nudge team, contractors, volunteers, and community members.
- Collective and supportive leadership skills to inspire and motivate others towards a common vision.

***Flexibility:***

- Comfortable adapting to changing project needs and requirements.
- Willingness to be hands-on and involved in various aspects of the project.

**How to Apply**

Please submit your CV, a cover letter detailing your experience and interests or a short film of yourself talking this through, we would also love to see any relevant evidence that showcases past projects or work.

**Applications should be sent to [hello@nudge.community](mailto:hello@nudge.community) by 24 March 2024.**

**If you have any questions please get in touch with the team by calling 01752 260710 or [hello@nudge.community](mailto:hello@nudge.community). Site visits can be arranged by prior arrangement on Tuesday or Friday mornings.**