



The Green Estate Community Interest Company Head of Green and Resilient Communities



November 2024

(Full Time)

Job Information Pack



WELCOME TO THE GREEN ESTATE CIC

Welcome to The Green Estate Community Interest Company!

Humanity faces unprecedented social, economic and environmental uncertainty and there are communities with less power, resources and choice to adapt and respond to these challenges.

Over 20 years, The Green Estate has been working hard to grow green and resilient urban places. We have unlocked the potential of physical and social assets and developed beautiful and sustainable landscapes for the benefit of our local community and beyond. Together with our partners we have developed innovative and impactful products and services. Our landscape and facilities are stunning, our team and board are talented, skilled and dedicated and we have fantastic partnerships and wide reaching networks. With the royal seal of approval through the prestigious King's Award for Enterprise in Sustainable Development we are poised and ready to take a bold leap of faith, grow our impact, influence and income and become a nationally renowned demonstrator of urban resilience.

We look forward to receiving your application to join our amazing team.

Roz Davies, CEO



About the Green Estate

The Green Estate is a community interest company with a mission of growing green and resilient urban places for people and nature to thrive. It was originally set up in the late 90's as a heritage and environment project to regenerate urban wasteland and buildings. It now employs circa 70 people, has 40+ volunteers, manages 42 hectares of parkland, hosts 20 onsite community enterprises and has a £3m+ turnover delivering a range of products and services from hosting weddings in Sheffield to premium Pictorial Meadow turf in Holland.

The Green Estate Strategy on a Page

We believe that there is an urgent need to grow our urban communities and places to become more green and resilient so that people and nature can thrive in an ever more uncertain social, economic and environmental climate. We work in partnership with an ecosystem of communities and enterprises who care about people and nature. With more than 21 years experience we have become a demonstrator for place-based urban resilience

Our Mission:

Together we grow green and resilient urban places for people and nature to thrive

*We are innovative and impactful * We act with integrity * We care for our local roots * We are collaborative for common global good

Our 2030 Goal is to become a national urban resilience demonstrator

We will achieve this through demonstration radiating from the grassroots outwards by:

1. National Demonstrator

Become a nationally renowned urban resilience demonstrator

2. Leadership & Development

Develop a high performing effective team

3. Thriving Business

Ensure healthy working environment & robust governance and management systems

4. Urban Resilience Communities

Co-designing & delivering regenerative, skilled & healthy communities

5. Urban Resilience Visitor Centre

Curate inclusive, impactful, and aspirational visitor experiences

6. Nature Based Solutions

Design innovative & impactful nature based solutions demonstrated in S2 & delivered through Pictorial Meadows

The Team

Our team are dedicated and competent with a diverse set of skills, thinking and backgrounds. Our workplace is one of the most beautiful sites in Sheffield. People join our team because they want to become part of The Green Estate community and make a positive impact on the world.

Our Values:

We are innovative and impactful.

We act with integrity.

We care for our local roots.

We are collaborative for common global good.

Our teams include:

- Operations including HR, Estate and Customer Success
- Finance
- Hospitality and Food
- Urban Resilience Visitor Centre

- Urban Resilience Learning Communities
- Green and Growing Communities
- Commercial Landscapes including Pictorial Meadows and Green Estate Soils
- Enterprising Communities



The Job:

JOB TITLE:	Head of Green and Resilient Communities
RESPONSIBLE TO:	Director of Development
RESPONSIBLE FOR:	Green and Growing Communities, Learning Communities, Hospitality and Visitor Centre

OVERALL PURPOSE OF JOB:

The Green Estate is a community interest company whose purpose is to grow green and resilient urban places for people and nature to thrive. We are one of the first 15 organisations who the King selected for the prestigious King's Award for Enterprise in Sustainable Development. Our 2030 goal is to become a national urban resilience demonstrator.

This is a new senior manager role at The Green Estate at an exciting time of change. With a new Leadership Team, Board and Strategy in place we are seeking an experienced manager to head up Urban Resilience Centre and Communities services. These services will enable us

to deliver the strategic objectives of codesigning and delivering regenerative, skilled and healthier communities and curating inclusive, impactful and aspirational visitor experiences.

You will be line managed by and work with the Director of Development who will be responsible for the financial sustainability of the services including securing capital investment and business modelling. You will provide day to day operational and delivery support to a team of expert service managers enabling them to deliver financially and environmentally sustainable and impactful services. You will also be supported by the Director of People and Operations who will help you ensure your team has the capacity and capabilities to deliver excellence.

Whilst also being an organised planner and an empowering senior manager, you will need to be adaptable and resilient. We are on a journey to understand what place based urban resilience means and what is needed to grow green and resilient urban places for people and nature to thrive. This means that the services and activities we deliver will evolve over time, e.g. we are interested in taking a more regenerative approach and we know there is likely to be more opportunities to work with communities around growing food, innovative landbank models, biodiversity net-gain initiatives, energy and retrofit in the future.

You will hold or support expert service managers to hold key local delivery relationships with community, academic, public and private sector partners in particular Sheffield City Council working with the Director of Development to grow existing and new strategic partnerships which help increase our impact and income and deliver our mission and strategic objectives.

MAIN RESPONSIBILITIES

Key Responsibilities:

1. Operational Leadership:

- Lead and manage the day-to-day operations of the Urban Resilience Centre and Communities services, ensuring smooth delivery of services across multiple areas including Hospitality and Food, Green and Growing Communities, Learning Communities, and the Urban Resilience Visitor Centre.

- Line Manage our expert service managers, providing guidance and support to ensure high-quality, impactful delivery of services.
- Work closely with the Director of Development and the Director of People and Operations to ensure the financial sustainability and operational excellence of the services.

2. Strategic Development:

- Contribute to the evolution and growth of our impact and our services, ensuring alignment with The Green Estate's 2030 goal to become a national urban resilience demonstrator.
- Play a key role in exploring and developing new initiatives, particularly around regenerative practices, biodiversity net-gain, energy and retrofit and learning and skills opportunities within communities.
- Work with others across the organisation to ensure that the Urban Resilience Centre remains at the forefront of best practices in urban sustainability and resilience.

3. Partnership Management:

- Cultivate and maintain key relationships with local delivery partners, including community organisations, Sheffield City Council, academic institutions, and private sector stakeholders.
- Act as a representative of The Green Estate in delivery level discussions with external partners to enhance the Centre's role in urban resilience development.
- Host and/or organise tours to showcase the Centre

4. Financial and Environmental Impact:

- Ensure the financial sustainability of the Urban Resilience Centre's operations by effective management of the budgets and collaborating with the Director of Development on capital investment and business modelling.
- Support the integration of environmental impact goals within all areas of service delivery, ensuring alignment with sustainable development practices.

5. Team Leadership and Development:

- Provide leadership, mentorship, and support to service managers and their teams to build capacity, encourage professional growth, and ensure they have the skills and resources to deliver excellence.

- Foster a collaborative and empowering culture, encouraging innovation and resilience within the team.
 - Work with the Director of People and Operations to address team needs, including recruitment, training, and development planning.
- 6. Change Management and Adaptability:**
- Act as part of the senior management team leading the Centre through periods of change and evolution as The Green Estate continues its journey toward becoming a national demonstrator of urban resilience.
 - Adapt services and operations in response to emerging trends, needs, and opportunities in urban resilience, ensuring long-term relevance and impact.
 - To undertake any other duties, as requested by the CEO which are commensurate with the level of the post and the purpose of The Green Estate
 - This is a varied role, and you will need to be flexible and willing to take on a range of tasks.
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Person Specification:

- Proven management experience within a multi-disciplinary organisation, preferably within relevant fields.
- Experience in urban resilience, regenerative practices, or sustainable community development programmes and activities.
- Experience managing complex operational services, including the ability to balance financial sustainability with high-quality service delivery.
- Track record of building and managing partnerships with diverse stakeholders, including local authorities, community groups, and private sector partners.
- Strong understanding of sustainable development principles, with a commitment to environmental and social impact.
- Experience managing and developing teams to achieve excellence and drive innovation.

- Ability to organise and plan ahead while maintaining a focus on day-to-day operational excellence.
- Excellent communication and interpersonal skills, able to effectively and calmly engage with internal teams, partners, and the wider community.
- Strong problem-solving and decision-making abilities, with a proactive and adaptable approach.
- Committed to inclusion, equality and diversity.
- A team-oriented leader who can work effectively across departments and with senior managers and leadership to achieve shared goals.
- Highly organised, with the ability to plan, prioritise, and manage multiple projects and services simultaneously.
- A flexible and open-minded leader, comfortable navigating periods of uncertainty and change.

Desirable:

- Knowledge or experience in energy and retrofit solutions for urban environments.
- Familiarity with financial planning, business modelling, and securing investment in the sustainability sector.
- Commitment to working collegiately with the whole leadership team to embed our values and culture and deliver our strategy

VALUES AND BEHAVIOURS

All staff, regardless of their role, are expected to contribute to making Green Estate a truly great place to work by adhering to our values and helping to fulfil our vision, mission, and purpose.

JOB SPECIFICATION

SALARY: £31,000.00 - £37,000.00

PENSION: We offer entry to the company's stakeholder pension scheme after 3 months into post

WORKING HOURS: This post is full time and contracted for 37.5 hours per week Monday to Friday. Flexible working can be negotiated

LOCATION: On site working although some remote working can be negotiated

PROBATIONARY PERIOD: All new employees are required to undertake a period of probation for 6 months, in which they are expected to establish their suitability for the post

ANNUAL LEAVE: 31 days per annum pro rata (this includes all bank holidays)

DBS DISCLOSURE: Enhanced DBS check.

EQUAL OPPORTUNITIES: The Green Estate CIC is an equal opportunities employer and selection of applicants is based on merit. Our company policy document is available on demand.

ADDITIONAL BENEFITS IN WORKING FOR THE GREEN ESTATE CIC

The Green Estate CIC provides a beautiful location, free car parking, life assurance policy, company sick pay and annual social events.

Signed.....

Dated.....

The Green Estate Community Interest Company

Company number **04801730**

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Social Media: [Twitter](#) [Instagram](#) [Linkedin](#)