https://thesbr.org.uk/job/heritage-waterwheel-project-assistant-2-2-2-2/

Growforward Village Concept & Event Coordinator

Description

The Growforward Village Concept & Event Coordinator supports the development of the “Village Concept” — a welcoming, community-centred experience that blends heritage, wellbeing, creativity, and gentle placemaking. This role gives students hands-on experience in event coordination, community design, and shaping how visitors engage with the Growforward site.

The student will help design and organise small events, contribute to the layout and flow of the Village Concept spaces, support community engagement activities, and assist with creating materials that help visitors understand the site’s purpose. The role blends creativity, organisation, communication, and gentle stewardship of community spaces.

Key Responsibilities

- Support planning and delivery of small community events (craft sessions, heritage walks, wellbeing tasters, seasonal gatherings)
- Contribute to the design and layout of Village Concept zones (welcome area, craft café, heritage points, nature pathways)
- Assist with visitor flow mapping and gentle placemaking ideas
- Help prepare event materials (signage, schedules, digital content, welcome packs)
- Support coordination on event days (set-up, greeting visitors, guiding activities)
- Maintain accurate records of event attendance, feedback, and improvements
- Work with staff to ensure events reflect Grow Forward’s values of gentleness, inclusion, and community care
- Uphold safe, supportive, and welcoming practices at all times

Project Components

- Event planning and coordination
- Community engagement
- Placemaking and visitor experience design
- Digital and physical materials creation
- Contribution to the Village Concept development plan

Skills Gained

- Event organisation and delivery
- Community engagement and communication
- Placemaking and visitor experience design
- Creative problem-solving
- Digital and physical content creation
- Gentle leadership and teamwork

Employment Type

Part-time, Intern, Volunteer

Working Hours

24–30 hours total (4–5 weeks × 1 day per week)

Duration of employment

Optional extension to 120 hours across the academic year

Experience

No Previous Experience Required

Reporting Line

Reports to: Director, Sustainable Business Resource

Secondary support: Growforward Community & Events Lead Visitor Experience Coordinator

Expected Outputs

- A short Village Concept development summary
- Event materials (signage, schedules, welcome content)
- A visitor flow or placemaking sketch
- Contribution to Growforward’s community engagement archive

Date posted

November 4, 2026

Safeguarding & Safety Notes

- All public-facing activities supervised
- Clear boundaries around visitor interaction
- Emphasis on emotional safety, confidence-building, and supported communication
- No unsupervised event management or cash handling