

JOB DESCRIPTION

JOB TITLE:	Community Project Officer/Ranger
SALARY GRADE:	£18,534 per annum
REPORTS TO:	Charity Managers
RESPONSIBLE FOR:	Volunteers, work placements and sub-contractors
LOCATION:	Tipton base – main site will be Bilston Urban Village, with travel across all Land Trust sites / West Midlands*
WORKING PATTERN:	37 hours per week, annualised hours with evening and weekend working

**Due to the Covid-19 pandemic, the delivery commitments on some projects have changed with a majority of planning and engagement happening remotely. This role will require the candidate to be flexible, with days working at sites as well as working remotely. Face-to-face engagement and more travel for projects will resume following Government, local guidance and funder requests.*

JOB SUMMARY

To assist in the development and delivery of a portfolio of *Groundwork West Midlands* Community Team projects. This will involve working across our core areas of work, including; Community Engagement; Sustainable Education and Environment (including greenspace improvements).

The role will also be responsible for the day-to-day management of one of Groundwork West Midlands managed sites at, Bilston Urban Village. This will involve habitat maintenance, community engagement, implementing site management plans and working with a wide range of community partners.

Main Responsibilities

- To deliver Groundwork West Midlands community/environment/education projects and to ensure that they meet minimum standards, the needs of clients and partners.
- To undertake day to day site management of our Bilston site which includes patrols and inspections to ensure site safety, maintenance tasks as directed by a management plan and habitat management.
- To actively involve the local community, including local school children, in the management and maintenance of the Bilston site by initiating, organising and delivering a programme of meetings, practical tasks, walks, talks and other events.

- To work with line manager to build constructive relationships with key customers, including the Land Trust, to ensure the smooth running of our programmes and in the interests of sustaining business relationships.
- Schedule and monitor contractors who have been appointed to complete maintenance tasks on site.
- To assist in the control of budgets and quality assurance, ensuring tight control of financial and performance targets in accordance with organisation procedures and funders requirements.
- To ensure that all monitoring returns are completed promptly and accurately and to the required standard for funders and stakeholders.
- To encourage formal and informal feedback from clients on the delivery, content and structure and to respond accordingly, reporting to line management.
- Support projects within the wider Charity theme, as and when requested.
- To hold a full driving licence and have access to your own vehicle for business travel, as the role requires regular travel across the region.* A work vehicle will be available to use if required.
- Ensure that all activities are undertaken in line with Groundwork West Midlands health & safety policy. To understand and follow health and safety policies and procedures including undertaking risk assessments.

People Management and Development

- To participate in line management meetings and the performance appraisal process.
- To assist in the recruitment and induction of volunteers as required.
- To provide the necessary professional support and assistance to all staff.

Communication and Marketing

- To represent Groundwork West Midlands at appropriate meetings with a range of partners and stakeholders. This may include evening and occasional weekend working.
- To develop and maintain close links with all sectors of the community, particularly local stakeholders and those suffering disadvantage.
- To promote projects in the local media, with partners and funders, as deemed necessary to meet project requirements.
- To have experience in the use of social media to update and promote the project as well as experience of online meeting platforms for engaging with different audiences.

Additional Responsibilities

- To undertake any task that may be requested by line managers / Groundwork West Midlands, as may be consistent with the nature and scope of this post.
- To deliver and support projects within the wider Charity theme, as and when requested; with a willingness to learn new skills and demonstrate a flexible approach.
- To undertake training and development deemed necessary for the pursuance of the post.
- To comply with Equal Opportunities Policy and Procedure in all employment practices.
- To comply with the No Smoking policy.
- To ensure adherence to environmental procedures.
- To ensure that Health and Safety is observed in the course of employment and take a lead on on-site health and safety and undertaking risk assessments.
- To ensure that all activities are undertaken in line with Groundwork's Safeguarding policies; raising issues and concerns directly to the Trust's designated safeguarding leads.
- To work with due regard for Groundwork core values and objectives.
- To undertake an enhanced DBS check which is a requirement for this post.#

Prepared by: Community & Environment Manager
Date: Nov 2020

Person Specification

Note to Applicant: When completing your application form, you should demonstrate the extent to which you have the necessary education, experience, knowledge and skills identified as a requirement for the post. (Note: Where items appear which have not been deemed essential, you should assume they have been considered desirable).

Factor	Criteria	Ranking	Shortlist Criteria (Yes or No)	Selection method used to evidence criteria
Qualifications	Educated to Level 2 or equivalent in Maths and English i.e. GCSE A-C.	Essential	Yes	CV / Application form
	A qualification relating to one of the Community & Environment theme's core areas of work (Community Engagement / Environment / Sustainable Education).	Essential	Yes	Application form / Interview process
	Full driving licence and access to own car.	Essential	Yes	CV / Application Form
	Qualification in Countryside Management or equivalent subject.	Desirable	No	CV / Application form
	NPTC level 1 Strimmer/Trimmer/Brush cutter.	Desirable	No	CV / Application form / Interview process
	Minimum BSC level 2 or equivalent risk assessment qualification.	Desirable	No	CV / Application form / Interview process

Person Specification

Factor	Criteria	Essential or Desirable	Shortlist Criteria (Yes or No)	Selection method used to evidence criteria
Experience & Knowledge	Working knowledge and interest in one or more of the Community & Environment theme's core areas of work (Community Engagement / Environment / Sustainable Education).	Essential	Yes	CV / Application form / Interview Process
	Practical experience of delivering conservation and public open space management activities.	Essential	Yes	CV / Application form / Interview process
	Experience of managing Health and Safety issues relating to the management and maintenance of public open spaces/nature reserves.	Essential	Yes	CV / Application form / Interview process
	Proven experience of working in partnership with a variety of stakeholders e.g. public, employers, local authorities etc.	Desirable	No	CV / Application form / Interview process
	Experience in planning sessions and resources for delivery.	Essential	Yes	CV / Application form / Interview process
	Experience of engaging local communities in the development and delivery of projects.	Essential	Yes	CV / Application form / Interview process
	Experience in managing school groups in the delivery of practical tasks.	Desirable	No	Application form / Interview process
	Experience of organising and running sessions / events, guided walks and presentations, specifically aimed at the local community.	Essential	Yes	CV / Application form / Interview process
	Experience in the use of small manual hand tools e.g. drill, saws, spades.	Essential	Yes	CV / Application form / Interview process
	Demonstrable experience of project and budget management to funder and organisational requirements.	Desirable	No	Application form / Interview process
	A broad understanding of the economic and social needs of residents living in disadvantaged neighbourhoods.	Essential	Yes	CV / Application form / Interview process
	Knowledge of management techniques for developing and conserving wildlife habitats.	Essential	Yes	CV / Application form / Interview process

Person Specification

Factor	Criteria	Ranking	Shortlist Criteria (Yes or No)	Selection method used to evidence criteria
Personal Skills and Abilities	Fit and able to carry out role.	Essential	Yes	CV / Application form
	Able to work productively with minimum supervision and prioritise own workload.	Essential	No	Application form / Interview process
	Able to communicate effectively (both written and verbal) with a variety of people internal and external to the organisation.	Essential	No	Application form / Interview process
	Effective administrative and organisational skills along with an attention to detail.	Essential	Yes	CV / Application form / Interview process
	Willingness to work outside, often in inclement weather.	Essential	No	Application form / Interview process
	Computer literate with a practical experience of using MS Word, Excel and other relevant packages.	Essential	Yes	CV / Application form / Interview process
	A flexible approach and willingness to work weekends and evenings as required.	Essential	Yes	CV / Application form / Interview process
	Ability to manage and update social media platforms.	Desirable	No	Application form / Interview process
	Ability to support and plan the workload of volunteers.	Desirable	No	Application form / Interview process
	Ability to relate to and motivate diverse groups of individuals.	Essential	No	Application form / Interview Process
Miscellaneous	Ability to maintain a professional attitude and boundaries in working with members of the community, including young people.	Essential	Yes	CV / Interview process / pre-employment check
	Ability to adhere to the organisation's environmental, health, safety and welfare policies and procedures.	Essential	No	Application form / Interview process
	A commitment to promoting equal opportunities and diversity in all work practices, employment and collaborating opportunities.	Essential	No	Application form / Interview process

Please note: - Appointment to this post is subject to an Enhanced DBS check.