

# GROUNDWORK

CHANGING PLACES  
CHANGING LIVES



ROLE TITLE:	Green Team Supervisor
REPORTS TO:	Programme Manager
CONTRACT:	37 hours per week, Fixed Term for 15 months (potential for extension)
RESPONSIBLE FOR:	A team of four Trainee Operatives
LOCATION:	Tyne & Wear & Northumberland
SALARY:	Circa £23,000 per annum negotiable dependent on experience

## JOB SUMMAR

Groundwork NE & Cumbria work on hundreds of projects every year, helping communities find practical solutions to the challenges they face. The Green Recovery Challenge Fund, awarded by the National Lottery Heritage Fund (NLHF), is an exciting initiative involving a wide range of partners including local authorities and other land owners.

The Supervisor will be responsible for managing 2 blocks of placements, a team of 3 Trainee Operatives over a 6 month period implementing a range of horticulture, grounds maintenance, woodland & wetland management and landscape improvement tasks within Northumberlandia, Elba Park (Sunderland), Pegswood Moor (Northumberland) and other identified sites supporting the trainees to work to achieve agreed qualification. The post holder will be managing and delivering practical tasks and, as such, will be required to work outside in all conditions.

## KEY TASKS

### Key Area: Team Supervision

- To supervise a team of Trainee Operatives, in the implementation of a wide range of environmental improvements ensuring high standards of performance and provision of on-going learning and development opportunities.

- Provide guidance and instruction to trainees on the completion of the practical work tasks required on programme
- To work with Trainees to identify training needs and develop individual training plans.
- To support team members where individual needs have been identified through weekly coaching sessions, provision of advice and guidance and by signposting them to relevant support services as appropriate.
- Ensure that team members receive a positive and constructive experience in order to support the development of their skills, knowledge, confidence and long term employability.
- To provide weekly reports to the Programme Manager detailing, work carried out, results achieved and costs incurred.
- To maintain accurate records including hours of work, job sheets etc. as directed by the Programme Manager.

#### **Key Area: Implementation of Practical Tasks.**

- The post holder is responsible for planning and implementing a variety of tasks including the identification of required resources to achieve the agreed work programme
- To plan, evaluate and monitor all tasks carried out to ensure that quality is maintained at all times.
- In liaison with and supported by the Programme Manager to put forward recommendations for initial site works and on-going maintenance.
- Undertake the care and maintenance of all tools and equipment as per manufacturers' instructions, reporting issues or replacement needs to the line manager.
- Maintain a proactive approach to the development of own practical skills and competencies to support delivery of the programme and development of Trainees.
- Undertake regular vehicle safety checks in line with the Trust policy, ensuring that any non-conformances are reported to the line manager in timely manner.

#### **Key Area: Health & Safety**

- Ensure that all work is carried out to conform to the highest levels of health and safety requirements ensuring the safety of the general public and participants.
- Be aware of the individual needs of the Team Members to ensure that they can demonstrate understanding and comply with all health and safety requirements, including the correct use of PPE.
- Carrying out individual PPE Assessments and ensuring conformance before tasks are undertaken.
- Undertake appropriate risk assessments for specific tasks as instructed by the Supervisor.
- Ensure that appropriate risk assessments, both undertaken by the post holder and provided by the Supervisor, are communicated to all undertaking the tasks and ensure subsequent application.

#### **Additional Responsibilities**

- Comply with all organisational policy, procedures and systems.
- To be aware of, and assume the appropriate level of responsibility for, safeguarding and promoting the welfare of children, young people and vulnerable adults and to report any concerns in accordance with the organisations safeguarding policies
- Ability to work outside normal office hours.
- Working towards AAT Intermediate qualification or equivalent.
- Any other duties commensurate with the level of the post.