



ROLE DESCRIPTION

Job Title:	GREEN TEAM ASSISTANT SUPERVISOR (GRCF)
Responsible to:	Green Team Supervisor
Responsible for:	Trainees, volunteers
Location:	Stoke on Trent & N-U-L

JOB SUMMARY

Supporting the delivery of employment training and community volunteering schemes focusing on practical conservation and environmental renewal in local parks and greenspaces.

Working alongside unemployed people and the wider community to deliver local environmental improvements whilst helping to develop skills and employability amongst participants. Each project focuses on delivering practical work on a range of local environmental regeneration projects that improve quality of life for local communities, working with trainees and volunteers.

This role is supported by The Green Recovery Challenge Fund. The Green Recovery Challenge Fund is funded by Defra and is being delivered by The National Lottery Heritage Fund in partnership with Natural England and the Environment Agency.

MAIN DUTIES

- Support environmental improvement schemes in local urban areas, focusing on a 'green recovery', including site improvement and conservation activities which link to global environmental issues.
- Support a team of volunteers and trainees, undertaking conservation activities and environmental renewal schemes while meeting training objectives.

- Support volunteers and trainees to become more employable and to support their onward career progression
- Support training delivery focusing on employability, health & safety, environmental sustainability, and career progression routes in the green economy.
- Update monitoring and evaluation systems that record volunteer and trainee outcomes.

Personal Development and Training:

- Undertake training and development, including a bespoke programme of carbon literacy training designed to link practical site-based activities to global environmental issues
- Please note: Appointment to this post is subject to a DBS check, in line with Groundwork's Safer Recruitment policy

Other Responsibilities:

- To play an active role as appropriate more widely across Groundwork West Midlands to develop Groundwork's project programme; and influence the Trust's work overall.
- Promote Groundwork activities at a local and regional level; providing an efficient and courteous service.
- Ensure compliance with Trust policies, insurance and statutory requirements, particularly health and safety, safeguarding (including Prevent) the Children's Act and equal opportunities.
- To undertake any task that may be requested from time to time by the Management Team as may be consistent with the nature and scope of the post.
- Liaise with other Groundwork Trusts, and Groundwork UK as necessary

Person specification: Green Team Assistant Supervisor (GRCF)

Specification	Essential	Desirable
Qualifications		
• Valid driving licence	X	
• Community/ youth or environmental/ regeneration qualification		X
• First Aid training		X
Experience		
• Practical experience of landscaping/ conservation work	X	
• Teaching and facilitating skills in conservation activities and/ or landscaping		X
• Delivering projects with communities	X	
Skills		
• Working with volunteers (including young people)	X	
• Effective communication and social skills	X	
• Work on own initiative and as part of a team	X	
• Flexibility – able to adapt to changing circumstances	X	
• Practical landscaping and conservation skills	X	
• IT, including MS Word, Excel, email and internet	X	
Knowledge		
• Understanding and interest in local and global environmental issues	X	
• Understanding of issues facing unemployed people	X	
• Awareness of issues facing communities in North Staffordshire Area.		X