



## ROLE DESCRIPTION

<b>Job Title:</b>	<b>GREEN TEAM SUPERVISOR (GRCF)</b>
<b>Responsible to:</b>	Joanne Elward
<b>Responsible for:</b>	Assistant Green Team Supervisor, Green Team trainees, Green Team volunteers
<b>Location:</b>	Stoke on Trent & N-U-L

### JOB SUMMARY

To lead the 'Green Team' employment training and community volunteering scheme, focusing on practical conservation and environmental renewal in parks and greenspaces.

Working with unemployed people to deliver environmental improvements whilst developing their skills and employability. Responsible for 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

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

- To support and mentor volunteers and trainees in order to make them more employable and to support their onward career progression
- To undertake and deliver training designed to link project activities to career progression routes in the green economy.
- Deliver classroom based learning in respect of employability, health and safety and environmental sustainability.
- To plan and undertake assessment of volunteer and trainees' work.
- Ensure compliance with health and safety requirements (including Covid-19 safety measures).
- Maintain and develop positive relationships with partners including local authorities, Housing Associations, local training providers, landowners and employers to meet the aims of the programme.
- Effectively maintain monitoring and evaluation systems that record volunteer and trainee outcomes.
- Ensure programmes are completed at the required standard, on time, within budget and meeting all agreed targets.
- Communicate on a regular basis with colleagues submitting the required financial information, providing verbal / written reports to their line manager and others as required and ensuring performance targets are monitored and met.

#### **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
- To be a positive influence within the staff team taking personal responsibility for ensuring good morale and positive work relations.
- 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 Supervisor (GRCF)

Specification	Essential	Desirable
<b>Qualifications</b>		
• Valid driving licence*	X	
• Community/ youth or environmental/ regeneration qualification		X
• First Aid training		X
• A1 assessor and/or PTTLs training		X
<b>Experience</b>		
• Minimum 3 years practical experience of practical environmental/ conservation/ landscape work	X	
• Project management	X	
• Developing effective partnerships	X	
• Teaching and facilitating skills in conservation activities and/ or landscaping	X	
• Line management		X
• Developing new projects		X
• Budgets and finance		X
<b>Skills</b>		
• Supervising and managing volunteers (including young people)	X	
• Effective communication and social skills	X	
• Effective time management, ability to work under pressure and meet deadlines	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	
<b>Knowledge</b>		
• Understanding and interest in local and global environmental issues		X
• Understanding of issues facing unemployed	X	

people		
<ul style="list-style-type: none"><li>• Awareness of issues facing communities in North Staffordshire</li></ul>		<b>X</b>

*\*Alternative arrangements/ reasonable adjustments will be made for candidates with a disability that means they are unable to hold a driving licence*