

EMPLOYMENT & COMMUNITY PROJECT OFFICER

Job Description

# **Title:** Employment & Community Project Officer

**Responsible to:** Employment Manager

## Responsible for: Volunteers & Trainees

**Job Summary:** Delivering a range of community projects and landscape training projects with groups of volunteers and trainees including those on probation. Ensuring that people involved learn and achieve at the same time as ensuring projects run to time, budget and meet outcomes

## Place and Hours

## of work Based in Essex. The post holder will be expected to work

throughout Essex, and occasionally across neighbouring counties as required. The role is a full-time post (37 hours per week), occasional work outside normal office hours during evenings and at weekends, for which a TOIL (time off in lieu) system operates

**Main Duties and Responsibilities:**

1. Plan, deliver and lead Groundwork projects across Essex focussed on the training and supervision of volunteers/participants undertaking hard and soft landscaping and conservation improvement projects. Particularly on a newly secured programme working with ex-offenders.
2. Deliver a wide-ranging programme of practical, environmental activities, including community projects, team building events, gardening support, food growing and general environmental improvements.
3. Maintain positive relationships with volunteers/participants and keep groups motivated and productive. Provide pastoral care to participants as needed.
4. Maintain positive relationships with project partners, landowners, employers and colleagues.
5. Oversee volunteers/participants on projects and ensure compliance with health and safety regulations for on-site work including the completion of risk assessments, projects plans as per Groundwork project procedures.
6. Effectively manage a varied workload, ensuring all projects are well planned, remain within budget, outputs are achieved and milestones met, through efficient project management.

**Other Responsibilities:**

1. Build the profile of Groundwork and develop the number of projects delivered in the county
2. To promote Groundwork activities at a local and regional level; and provide an efficient and courteous service.
3. To ensure compliance with the Trust’s policies, and with insurance and statutory requirements, particularly health and safety, the Children’s Act, PREVENT, GDPR and equal opportunities.
4. To undertake other administrative duties as required by the post.
5. Provide support and assistance in respect of other Groundwork projects.
6. To undertake any task that may be requested from time to time by the Executive Director or Operations Director or Operations Manager, as may be consistent with the nature and scope of this post.

**Personal Development and Training:**

1. To attend team meetings and supervision with line manager.
2. To undertake training and development as agreed with line manager.
3. To be a positive force within the staff team taking personal responsibility for ensuring good morale and positive work relations.

Please note: Appointment to this post is subject to an enhanced check endorsed by the Criminal Records Bureau (under Section 7(1) of the Protection of Children Act 1999).

Employment and community project officer- Person Specification

Application Form – AF / Interview - I

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| **Qualifications** | **Evidence** |
| **Essential**   * A valid driving licence   **Desirable**   * Horticulture / landscaping qualification * PTTLS or similar teaching qualification * Assessor qualification * First aid training | AF  AF  AF  AF  AF AF |
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| **Experience** | **Evidence** |
| **Essential**   * Horticulture / landscaping / gardening / conservation * Working with people in a training capacity * Delivery of community / environmental projects * Health and safety assessment for practical tasks * Supporting people into employment * Budget management/quoting to customers   **Desirable**   * Experience which demonstrates practical skills in soft and hard landscaping from planning to implementation * Competent using power tools and machinery | AF & I  AF & I  AF & I  AF & I  AF & I  AF & I  AF & I  AF & I |
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| **Skills** | **Evidence** |
| **Essential**   * Hard/soft landscaping * Using hand tools and power tools * Effective communication and social skills - explaining, listening, patience * Effective time management, ability to work under pressure and meet deadlines * Work on own initiative and as part of a team * Tact and diplomacy * Flexibility – able to adapt to changing circumstances   **Desirable**   * Food growing * Good knowledge of IT including Word and Excel, as well as email/internet use * Supervising and managing young and adult volunteers * Managing difficult behaviour * Ability to lead on classroom based studies | AF & I  AF & I  AF & I  AF & I  AF & I  AF & I  AF & I  AF & I  AF & I  AF & I  AF & I  AF & I |

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| **Knowledge** | **Evidence** |
| **Essential**   * Landscaping techniques e.g., paving, turfing and timber structures * Understanding and interest in current community and environmental issues   • Equal opportunities  **Desirable**   * Health and Safety at work (CSCS) * Understanding of issues facing unemployed adults and young people * Awareness of communities in Essex | AF & I  AF & I  AF & I  AF & I  AF & I  AF & I |