

Groundwork in Cheshire, Lancashire and Merseyside.

Senior Conservation Officer

Salary: £20,759- £25,929

Hours: Full time - 36.25 hours per week

12 month fixed term contract with potential to become permanent.

Work locations: Across the Cheshire, Lancashire and Merseyside sub region with an initial focus on St Helens and West Lancashire.



Conserving, celebrating and promoting our heritage and green space assets.

Do you share our passion for supporting communities, improving health and wellbeing and protecting the planet?

If so, we have an exciting opportunity as a Senior Conservation Officer within our fantastic Communities team.

Groundwork delivers a diverse portfolio of programmes and supports communities to become more active and resilient. We develop and improve public spaces and build greener, safer and stronger neighbourhoods. Our work changes physical landscapes and puts local people at the heart of these transformations. This approach simultaneously serves to improve individual's health and wellbeing, whilst tackling climate change.

As Senior Conservation Officer you will be responsible for managing and delivering a range of projects that improve public spaces with a focus on natural heritage. This includes working with volunteers to prepare site management and maintenance plans and undertake regular activities on sites.

We have a proven track record when it comes to leading large scale heritage development projects. Examples of successfully securing funding to deliver programmes include Saltscape in Cheshire, Winckley Square in Preston and Rivington Terraced Gardens in Chorley.

If you're committed to making a difference and feel you have the skills, knowledge and experience we are looking for, we look forward to receiving your application.

How To Apply

To request an application pack, please email: recruitment.clm@groundwork.org.uk or telephone 01942 821 444. Alternatively, please visit the Careers section of our [website](http://www.groundwork.org.uk/hubs/northwest/). (www.groundwork.org.uk/hubs/northwest/)

Closing Date: Monday 28th June 2021. Interviews: w/c 5th July 2021.

Job Description & Person Specification

Job Title:	Senior Conservation Officer
Service:	Communities
Hours of work:	Full time - 36.25 hours per week
Pattern of work:	9.00 am to 5.00 pm, (includes 45 mins for unpaid lunch break) With flexible start and finish times to be agreed with line manager.
Office base:	Flexible
Work locations:	Across the Cheshire, Lancashire and Merseyside sub region with an initial focus on St Helens and West Lancashire
Salary:	Full time £20,759- £25,929
Reporting to:	Programme Manager
Responsible for:	Conservation Officer Conservation Trainees x 2
Type of Contract:	12 month fixed term contract with potential to become permanent
Benefits	Aviva Auto Enrolment Pension Scheme Annual Holidays - 25 days + 1 additional day for Christmas Closure + Public Holidays (x8) Flexible working arrangements, depending on the needs of the role Employee Assistance Programme Regular supervision and support

Background

Groundwork delivers a diverse portfolio of programmes that support communities to become more active and resilient, develop and improve public spaces and build greener, safer and stronger neighbourhoods. Our work changes physical landscapes, putting local people at the heart of these transformations. This approach to delivery simultaneously works to improve individual's health and wellbeing whilst tackling climate change.

We are experienced at leading large scale heritage and environment projects having successfully secured funding to delivery programmes including Saltscape in Cheshire, Winckley Square in Preston and Rivington Terraced Gardens in Chorley.

The Senior Conservation Officer is responsible for managing and delivering a range of projects that improve public spaces with a focus on natural heritage. This includes working with volunteers to prepare site management and maintenance plans and undertake regular activities on sites.

For more information about Groundwork see: <https://www.groundwork.org.uk/hubs/northwest/>

Scope of Role

1. Deliver a programme of volunteer engagement and conservation management activities on public green spaces, nature reserves and heritage parks.
2. Deliver a quality programme of community and environmental projects to time and budget, completing all associated performance management reports.
3. Develop and maintain key working relationships within communities and with staff from relevant departments within local authorities, third sector organisations and other partners.

Main Duties & Responsibilities

Project Management	<ul style="list-style-type: none"> • Plan and deliver a programme of activities, events and workshops to encourage local communities to access nature. • Plan and deliver a programme of activities and volunteer task days to conserve and enhance habitats and public spaces. • Develop positive relationships with people, groups and organisations to enable effective delivery of projects. • Ensure health and safety management and risk assessment monitoring is undertaken on all projects under your control.
Finance	<ul style="list-style-type: none"> • To deliver projects within pre-defined budgets and track expenditure on a monthly basis. • Utilisation of the Trust's projects management systems to support delivery of projects.
People Management	<ul style="list-style-type: none"> • Line management of Conservation Officer and 2 Conservation Trainees providing leadership, support and guidance • Conduct one to one reviews with your staff to discuss and enhance performance and encourage personal and professional development.
Communication	<ul style="list-style-type: none"> • To develop and maintain key working relationships within communities and with staff from relevant departments within local authorities, third sector organisations, and other agencies. • Raising the profile of Groundwork Cheshire, Lancashire and Merseyside through project delivery ensuring where possible that projects are adequately publicised and promoted.
Monitoring and Evaluation	<ul style="list-style-type: none"> • Track project outputs reporting back to the Programme Manager at a regular basis.

Organisational Responsibilities

- 1. Investors in People** - Groundwork Cheshire Lancashire & Merseyside is committed to maintaining its Investor in People (IIP) status and you are expected to support the ongoing development of IIP.
- 2. Health & Safety** - All staff and volunteers have responsibility for ensuring that their working environment is healthy and safe and that staff and volunteers for whom they are responsible for, or working with, are not placed at risk. All staff and volunteers will be expected to familiarise themselves with and adhere to the current Health & Safety Policy.
- 3. Equal Opportunities & Diversity** - Groundwork Cheshire Lancashire & Merseyside strives to be an equal opportunities employer and operates an Equal Opportunities policy. It also recognises the benefits that a diverse workforce brings to the organisation and welcomes this.
- 4. Data Protection** - Groundwork Cheshire Lancashire & Merseyside endeavours to comply with the Data Protection Act 2018. It may be necessary to disclose personal data to funding bodies - where a role is funded externally - in order to comply with their funding requirements. If this applies to you we will inform you about what information is shared.

5. **Personal Development** - All staff and volunteers will be expected to participate in a broad range of personal development activities in line with best practice and take responsibility for identifying own learning needs in order to fulfil the requirements of the role and support career progression.
6. **Corporate Training** - All staff and volunteers will be expected to attend and fully participate in the Trust's Corporate Training Programme.

Note:

This is a description of the job as it is currently envisaged at the date noted in the footer. It is the Trust's practice to review, from time to time, employee job descriptions and to revise them to ensure that they relate to the job that is being performed and/or to incorporate any changes being proposed.

Any changes will be led by your line manager in consultation with you and any amendments will be approved by the relevant Service Director. You will have the opportunity, and are expected, to fully participate in such discussions. This job description is broad-based and is not intended to be an exhaustive list of all possible duties, as it is recognised that jobs may change over time.

Should the duties change significantly, the post and salary level will be fully reviewed.

PERSON SPECIFICATION

Assessment Key: A (application form), I (interview), P (presentation), E (exercise), R (role play)

	Essential (E) Desirable (D)		Assessment Method
Education, Training & Qualifications			
Degree or Equivalent in relevant discipline		D	A
First Aid Qualification		D	A
Relevant Health and Safety Qualification		D	A
Experience			
Experience of land-based management in the conservation or heritage sector	E		A
Experience of waterway improvement projects including delivering projects to improve water quality		D	A
Experience of delivering projects from inception to completion, incorporating, the development, planning and delivery of projects.	E		A/I
Experience of working with and supervising groups of volunteers	E		A/I
Experience of line management, supporting and developing staff		D	A/I
Proven track record of partnership working	E		A/I
Experience of supporting and developing staff and volunteers		D	A/I
Experience of working within or with the voluntary and community sector		D	A/I
Knowledge			
Knowledge of practical conservation / environmental management projects	E		A/I
Practical knowledge of urban biodiversity / land management	E		A/I
Awareness of the barriers people face to accessing nature		D	A/I
Knowledge of community development and engagement methodologies	E		A/I
Knowledge of working to restore biodiversity and re-creation of wildlife habitats	E		A/I
Knowledge of relevant funding mechanisms for the delivery of these programmes of work (e.g. Biodiversity Net Gain, Environmental Land Management Schemes)		D	A/I
Knowledge of planning and other legislative constraints related to conservation management and site regeneration projects.		D	A/I
Good understanding of the principals of nature conservation	E		A/I
Skills and Abilities			
Ability to deliver conservation workshops and activities.	E		A/I
Approachable and able to enthuse others	E		I
Ability to work on own and as part of a multi-disciplined team	E		A/I

Ability to prioritise workloads	E		A/I
Ability to work alone and part of a wider team	E		A
Excellent Communication skills	E		A
Computer literate including, internet, word, excel, PowerPoint, email	E		A
Ability to manage a number of differing and complex projects	E		A/I
Personal Qualities and Commitments			
A commitment to understand and follow all GCLM Core Policies in all work practices.	E		A
A demonstrable commitment to the aims and objectives of Groundwork, ensuring awareness of the up to date Mission and Vision Statements.	E		A
Willingness to support the service team out of hours, including occasional evenings and weekends, as and when required.	E		A
Willingness to attend departmental/trust meetings/training events as and when required.	E		A
Access to own transport in the course of your duties.		D	A

Note to applicant:

Should you have any questions about the assessment methods, please don't hesitate to contact HR on 01942 821444 who will be happy to answer any questions and/or address any special requirements.

Employee: (name in caps)	Employee: (signature)	Date: (signed)