

#### JOB DESCRIPTION

**Job Title: Senior Project Officer (Habitats & Access) Full time or can be split into two part time roles.**

**Responsible to: Programme Manager (Colne Valley Landscape Partnership)**

**Responsible for: Volunteers,**

**Location: Colne Valley Park Visitor Centre, Denham, Nr. Uxbridge.**

**JOB SUMMARY**

**Context**

The ‘Colne Valley – Landscape on the Edge’ is a Scheme led by Groundwork South and managed by a partnership drawn from across the Colne Valley Regional Park representing wildlife organisations, local authorities, and water companies. This £2.5m project is enhancing the Colne Valley for wildlife and people.

This role will build on a very solid start which has seen the introduction of Conservation Grazing, habitat improvement projects and a range of new signage and improved access works to encourage people to explore and love the Colne Valley. There are more projects to tackle which will build on this start (Habitat improvements for reptiles, reintroduction of rare plants, new access routes and signage as well as leading expert talks/walks). We are looking for someone either with a countryside conservation background or on the first steps to project management career who can take us forward and not only deliver the current programme but can help us plan the projects to take us into the future.

You will be joining a small, supportive, and energised team making a big difference in the Colne Valley.

We can accept applications for a part time/job sharing roles or for a full-time role.

**Main Duties**

* Plan and deliver landscape and access projects such as new gates/fencing/signage: Maintain and secure agreements, consents and necessary licences, appoint contractors.
* Supervise contractors and ensure the work is done to our specifications
* Negotiate with landowners regarding improvements and maintenance and devise or amend site management & maintenance plans where enhancement work has been undertaken.
* Check walking routes and viewpoints, signage and suggest improvements
* Keep works within budget and accurate expenditure records
* Keep accurate records and photographs for reporting to funders
* Design, commission and install interpretation for countryside sites.
* Work with the Prog Manager and Groundwork’s. fundraising team to develop new opportunities to continue this role beyond sept 2022”
* Recruit, train, manage and motivate volunteers to undertake surveys and practical work.
* Organise ecological surveys with volunteers and using contractors.
* Undertake engagement aspects of the project such as themed talks or guided walks.
* Build up our corporate volunteering scheme to help with the ambition to extend this role beyond Sept 2022.

**KEY AREA: PROJECT AND FINANCIAL MANAGEMENT**

Project management, accurate budgeting, monitoring and evaluation,. Good understanding of HLF procedure.

KEY AREA: PARTNERSHIP & STAKEHOLDER WORKING

Build strong links with partners and stakeholders.

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Build strong links with partners and stakeholders, including volunteers.

**KEY AREAS: RESEARCH AND PROJECT DEVELOPMENT**

A good understanding and experience of conservation on a landscape scale. Project delivery of projects relating to the promotion, conservation, enhancement, and management of heritage. Development of new conservation project proposals.

**KEY AREA: SAFEGUARDING CHILDREN & ADULTS AT RISK**

Groundwork South is committed to safeguarding a promoting the welfare of children and adults at risk. It is the responsibility of each employee to familiarise themselves and comply with the organisation’s procedures and systems on safeguarding children and adults at risk. Primary responsibilities are:

* To adhere to the Safeguarding Policy and Procedures.
* To adhere to the Safer Recruitment Policy & Procedure.
* To report any safeguarding incidents or concerns immediately to your Designated Safeguarding Officer or Lead Designated Safeguarding Officer.
* To complete any Safeguarding Awareness training as required by Groundwork South
* If required for your post, undertake an enhanced DBS check, and maintain annual membership through the update service.

KEY AREA: CUSTOMER SERVICE

Actively assist with customer service taking a lead in day-to-day operations to ensure that exemplary customer service is delivered with residents, tenants and leaseholders and clients.

**KEY AREA: QUALITY**

Focus on customer satisfaction and deliver a quality service to the agreed standards

**KEY AREA: HEALTH & SAFETY**

Groundwork South is committed to ensuring the health, safety and welfare of its employees and it will, so far as is reasonably practicable, establish procedures and systems necessary to implement this commitment and to comply with its statutory obligations on health and safety. It is the responsibility of each employee to familiarise themselves and comply with the organisation’s procedures and systems on health and safety. Primary responsibilities are:

* To report all Health & Safety occurrences including potential hazards to line manager
* To comply with Groundwork South Health & Safety Policy and Regulations
* To carry out routine checks on vehicles, equipment and machinery and report any defects to line manager
* Use, store and maintain tools and equipment in line with Health and Safety best practice

ADDITIONAL RESPONSIBILITIES

#### Adhere to all the policies and procedures of the organisation.

* Contribute to the Trust’s work in maintaining existing and achieving future accreditations and standards.
* Commit to Continual Professional Development and undertake any training and development deemed necessary to fulfil criteria of post.
* Any other duties commensurate with the level of the post.

**GROUNDWORK SOUTH VALUES**

All employees of Groundwork South are required to understand and contribute to the organisation’s values. Groundwork South is committed to transforming people’s lives and places through social, economic and environmental action. In terms of development and delivery of these projects we work across three business themes, Communities & Landscape Design Services, Youth, Employment & Skills and Environmental Services and we successfully deliver these projects by adopting a clear set ofvalues:

* Passion
* Commitment
* Empathy
* Professionalism
* Innovation

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|  |  | **Contractor supervision** |
| **Factor** | Criteria | **Essential** | **Desirable** |
| **Qualifications** | A qualification to degree level in a relevant subject (ecology, environment, countryside management, heritage, community development) or project/ business management |   | x |
| **Knowledge**  | Knowledge of and an interest in countryside/landscape management, land use & function  | x |  |
| **Experience** | Experience in a relevant role including having worked to a ‘plan of action’ (e.g. grant scheme, management plan, strategy) where works has been delivered on time, on budget and achieved anticipated targets. | x |  |
| Evidence of practical habitat management and access maintenance, using hand tools and/or petrol driven tools  |  | x |
| Experience of biological recording of a range of species and habitats either professionally or as a volunteer |  | x |
| Experience of managing consultants and/or contractors and /or volunteers  | x |  |
| Having a track record of engaging communities, volunteers and people from different backgrounds as well as working with a wide range of organisations. | x |  |
| Experience of writing risk assessments |  | x |
| Experience of evaluating project outputs and outcomes |  | x |
| **Skills** | Good verbal and written communication skills, including the ability to write reports, convey an outgoing and friendly personality and undertake public speaking.  | x |  |
| Excellent IT skills including the ability to use Word, Excel, Powerpoint and Outlook  |  | x |
| Effective planning, organisational and event management skills | x |  |
|  |
| **Abilities** | Ability to work competently under own initiative and without constant supervision | x |  |
| Ability to work as part of a team and flexibility to tackle any task | x |  |
|  | Able to work outside normal working hours i.e. attending regular evening and weekend sessions . The Trust has a Time Off In Lieu system in place.  |
| **Special Requirements** |
| Full UK driving licence and access to your own vehicle for which you will need to be insured for business use. Employees are able to claim back mileage rates as per our Expenses Policy. |
|  | This post will need to hold a current first aid qualification. Training will be provided if needed. |

**TERMS AND CONDITIONS**

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| **Salary** | £24,000 per annum Pro rata for part time ( we are able to consider part time or a combined full time role). |
| **Contract:** | Fixed Term until 30th Sept 2022( There is a desire to extend this role if a funding programme can be secured)  |
| **Hours of work:**  | Full time working hours are: normal hours of work are 37.5 hours each week excluding a half-hour daily lunch break and travel to and from the main place of work. (Normal work hours Monday to Thursday 9am-5pm, Friday 9am-5pm). |
| **Place of work** | Your normal place of work will be Colne Valley Park Visitor Centre, Denham Court Drive, Denham, Bucks, UB9 5PG. You will be required to travel on Groundwork business to carry out your duties at other locations for proper performance of your duties.  |
| **Holidays:** | 25 days per annum plus English Bank Holidays. A pro rata entitlement is calculated for part time workers in each holiday year (which runs from the 1st January to 31st December). |
| **Pension** | Groundwork will comply with the employer pension duties in respect of the worker in accordance with Part 1 of the Pensions Act 2008 in relation to the Groundwork Pension Scheme, or such other registered pension scheme as has been set up by Groundwork. Participation in such schemes is subject to satisfying certain eligibility criteria and the rules of such scheme as amended from time to time. |
| **TOIL** | TOIL – Time Off In Lieu - Although there is no overtime paid by the Trust; the Trust has a Time Off In Lieu system in place. TOIL is normally time spent at weekend and evening events/meetings or extra work as requested by your line manager. |
| **References** | Employment to this post will be subject to receiving two satisfactory references. We reserve the right to approach any previous employers quoted to obtain a reference if deemed necessary. |
| **Proof of Eligibility of right to work in the UK** | Evidence must be provided to comply with the Immigration, Asylum and Nationality Act 2006. |
| **Training** | Undertake any training and development deemed necessary for the pursuance of the post, as identified through the induction and supported through our appraisal process.  |

#### The above job description is a guide to the work you may be required to undertake but does not form part of your contract. The above job description is a guide to the tasks you may be required to undertake and may change from time to time to reflect changing assignments.

#### I have read and agree that this job description and person specification accurately defines the role.

Signed …………………………………………………………………………

Printed ……………………………………………………………………….

Date …………………………………………………**……………………….**