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#### JOB DESCRIPTION

**Job Title: Programme Delivery Manager - Green Spaces (FT 37.5 hours per week)**

**Responsible to: Area Programme Manager**

**Responsible for: Green Spaces Staff and Volunteers**

**Operational Area: Surrey & Sussex**

**Location: Hastings / Rother**

**Date: December 2021**

**JOB SUMMARY**

TheProgramme Delivery Manager will lead the Green Recovery project, supporting our work in green spaces, country park visitor centres and volunteer projects. The Programme Delivery Manager will support, coach and mentor their team, whilst providing support to the Area Programme Manager in the delivery, development and legacy of Groundwork South’s local projects.

**Main Duties**

* Project manage the Green Recovery project and other green space, country park and volunteer projects alongside the Area Programme Manager.
* Work closely with Hastings Borough Council and Combe Valley CIC to lead the implementation of Green Recovery - Recovering Combe Valley Project.
* Manage environmental and biodiversity enhancement and preservation work and lead, coach and mentor Green Team Supervisor and volunteers on delivery of green space improvements.
* Oversee support and management the country park visitor centres, encouraging community engagement, volunteer recruitment and events.
* Manage the team to collect baseline data and gather data during the project to prove delivery against project outcomes, this will include before/after photos and interviews/surveys with project participants.
* Manage various and complex budget streams.
* Lead the management and administration of data and records relating to the delivery of the agreed outcomes of green space programmes.
* Support the Area Programme Manager to achieve new and match funding requirements and, though collaborative partnership working, ensure the development and legacy of Green Recovery fund and other country park and green space projects as part of the wider portfolio of Groundwork South projects.

**KEY AREA: PROJECT MANAGEMENT**

* Prepare and submit progress updates, reports and funding claims.
* Organise quarterly meetings of the Project Board (a sub group of CIC).
* Report monthly to your line manager where your project currently stands on a financial basis and as against the milestones/outcomes requested by of it by funders and actual versus predicted performance in terms of PPM’s.
* Provide data and monitoring reports as required to Area Programme Manager, Development Team partners and funders, in accordance with the project’s monitoring schedule.

**KEY AREA: FUNDRAISING**

* Work closely with the Area Programme Manager in strengthening links with partner organisations, identifying opportunities for joint funding applications and securing additional match and legacy funding.

KEY AREA: PARTNERSHIP & STAKEHOLDER WORKING

* Attend Combe Valley Country Park CIC meetings and work together to together the project.
* Where partnerships are new formalise and build strong links with stakeholders.
* Attend and represents the Trust at relevant meetings, steering groups, forums, and conferences, including attending out of office hours when necessary.

**KEY AREA: PEOPLE MANAGEMENT**

* Provide support and direction to members of staff to ensure they understand their roles to facilitate the achievement of the Trusts’ objectives.
* Provide proactive performance management of staff via the Trusts’ processes.
* Allocate staff resources to ensure that team members with the appropriate skills and experience are delivering each employment contract.

**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.

**KEY AREA: QUALITY**

* Focus on customer satisfaction at the visitor centre 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:

* Undertake risk assessments and approve those completed by staff.
* 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.
* Commits 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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| **Factor** | **Criteria**  | **Essential** | **Desirable** |
| **Knowledge** | A relevant qualification in countryside management to a degree level or equivalent.  | X |  |
|  | Demonstrable experience of managing conservation projects and hard and soft landscaping projects adhering to project briefs, specifications, and budgets. |  | X |
| **Experience** | Ability to management conservation, environmental and biodiversity enhancements, preservation work and volunteering projects. | X |  |
|  | Substantial experience in staff and project management and including managing various complex budgets. | X |  |
| **Skills** | Ability to work in partnership, network and negotiate with a wide range of organisations such as local authorities, colleges, community groups and businesses in order to successfully deliver projects.. | X |  |
|  | Ability to carry out Risk Assessments for the safe delivery of Open/Green Space projects and activities, and to deliver physical improvement and maintenance projects with an understanding of and adherence to the relevant Health & Safety legislation . |  | X |
|  | Ability to use MS Corporate Applications: Microsoft Word, Excel, Internet and Email . | X |  |
|  | Ability and experience to lead a team of young trainees and as part of a team within the Employment & Skills Training Business Area of the Trust.  | X |  |
|  | Demonstrate a commitment to and understanding of the principles of equal opportunities in both employment and service delivery. | X |  |
| **Abilities** | A proven ability to think creatively, problem-solve and work on own initiative with minimal supervision. | X |  |
|  | Strong team skills and a proactive, supportive way of closely working with colleagues to achieve results. | X |  |
| **Special Requirements** | Able to work outside normal working hours i.e. attendance at occasional evening and week-end events. The Trust has a Time Off In Lieu system in place. |
|  | Full UK driving licence which must be held for at least 12 months. Due to insurance provision, candidates must be aged 21 plus with more than 12 months driving history. |

**TERMS AND CONDITIONS**

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| **Salary** |  £28,000 - £31,000 per annum |
| **Contract** | Fixed term – Jan 2023  |
| **Hours of work**  | Your normal hours of work are 37.5 hours each week (including one weekend day minimum) excluding a daily lunch break and travel to and from the main place of work.  |
| **Place of work** | Your normal place of work will be Combe Valley Countryside Park. You may be required to travel on Groundwork’s business to carry out your duties at other locations as may be required for the 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. |
| **DBS Pre-Employment Check** | This post will be subject to an enhanced with barred lists check.  |
| **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 the 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 ……………………………………………………………………………