

PROJECT OFFICER

JOB DESCRIPTION

TITLE: Project Officer

RESPONSIBLE TO: Training and Skills Manager

RESPONSIBLE FOR: Volunteers

JOB SUMMARY: Delivering a range of practical training and skills programmes. Particularly landscape training projects with groups of volunteers and trainees. Ensuring that people involved learn and achieve at the same time as ensuring projects run to time, budget and meet outcomes. Each cohort implements a range of local regeneration projects that improve quality of life for local communities. Supporting community and education delivery.

MAIN DUTIES AND RESPONSIBILITIES:

1. The post holder will have the ability to recruit, engage with and train a range of volunteers. The post holder will be responsible for overseeing the practical landscaping work and the delivery and assessment of Level 1 City & Guilds qualifications. They will also deliver a wider range of community focussed environmental projects alongside the wider team.
2. Effectively manage a varied workload, ensuring all projects are well planned, remain within budget, outputs are achieved and milestones met, through efficient project management, monitoring and evaluation.
3. Establish and maintain relationships with project partners, funders and communities through effective publicity.
4. Assist with classroom-based learning in respect of employability skills, health and safety and land-based activity.

OTHER RESPONSIBILITIES:

1. To play an active role within the Trust to develop Groundwork's project programme and influence the Trust's work overall.
2. Promote Groundwork activities, providing an efficient and courteous service.
3. Ensure compliance with Trust policies, and with insurance and statutory requirements, particularly health and safety, the Children's Act and equal opportunities.
4. To undertake other administrative duties as required by the post.
5. To undertake any task that may be requested from time to time by the Chief Executive, Operations & Development Directors or Operations Managers as may be consistent with the nature and scope of the post.

PERSONAL DEVELOPMENT AND TRAINING:

1. To attend regular 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).

PROJECT OFFICER – PERSON SPECIFICATION



QUALIFICATIONS	EVIDENCE
<p>ESSENTIAL</p> <ul style="list-style-type: none"> • A valid driving license <p>DESIRABLE</p> <ul style="list-style-type: none"> • Horticulture / landscaping qualification • First aid training • Assessor qualification 	Application
EXPERIENCE	EVIDENCE
<p>ESSENTIAL</p> <ul style="list-style-type: none"> • Practical experience horticulture work/landscaping • Health and safety knowledge • Competent in use of power tools and machinery <p>DESIRABLE</p> <ul style="list-style-type: none"> • Developing new projects • Project management, budgets and finance • Marketing and publicity • Working with: vulnerable adults, children, youth, minority ethnic communities, including those with physical and mental health problems. 	Application and interview
SKILLS	EVIDENCE
<p>ESSENTIAL</p> <ul style="list-style-type: none"> • Ability to manage time effectively, work under pressure and meet deadlines • Excellent communication and social skills and ability to speak and relate to people of varied backgrounds including tailoring messages to different audiences • Flexibility – to adapt to changing circumstances 	Application and Interview
<p>DESIRABLE</p> <ul style="list-style-type: none"> • Good knowledge of IT including Word and Excel, as well as email/internet use • To work on own initiative and as part of a team • Tact and diplomacy • Supervising and managing volunteers 	Application and Interview

KNOWLEDGE	EVIDENCE
<p>ESSENTIAL</p> <ul style="list-style-type: none">• Interest in current community and environmental issues• Knowledge of landscaping techniques <p>DESIRABLE</p> <ul style="list-style-type: none">• Equal Opportunities• Awareness of communities in Cambridgeshire and Peterborough	<p>Application and Interview</p>