PROJECT OFFICER

JOB DESCRIPTION



TITLE: Project Officer (Essex)

RESPONSIBLE TO: Team Manager

RESPONSIBLE FOR: Volunteers

JOB SUMMARY: Delivering a range of community environmental projects working with a

wide range of groups including ex-offenders, unemployed adults, families

and communities to deliver a variety of local skills and learning

programmes and initiatives that improve participants quality of life, skills

and future opportunities while also improving community sites.

PLACE AND HOURS The post holder will be expected to work across Essex and occasionally in

neighbouring counties as required. The role is full time (37 hours per week) **or** part time (minimum 22.5 hours per week). The holder will be expected to undertake some 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. Initiate, develop and deliver environmental community and training and education projects alongside identified partner organisations and local groups. This may include conservation work, growing/gardening projects, employment training schemes and family play schemes.

- 2. Manage vulnerable, challenging volunteers taking part in Groundwork projects, including groups of adults on probation, community groups and corporate volunteers. This will include both office-based and practical activities such as conservation, food growing and horticulture and landscaping tasks.
- 3. Effectively manage a varied workload, ensuring all projects are well planned, remain within budget, outputs are achieved and milestones met, through efficient project management.
- 4. Maintain positive relationships with volunteers/participants and keep groups motivated and productive. Provide pastoral care to participants as needed.
- Identify and liaise with appropriate stakeholders including local authorities, health authorities, schools, youth agencies, businesses and local communities to ensure a coordinated and multiagency approach.
- 6. 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.
- 7. Raise the profile of projects internally and externally with partners, funders and communities through effective publicity, working closely with the Marketing Team.
- 8. Work with the Team Manager and Leadership to develop new and existing projects.

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 at a local level, 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 or Operations & Development Director or Operations Manager 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

Application Form – AF / Interview - I

QUALIFICATIONS	EVIDENCE
ESSENTIAL	
Ability to travel between sites	AF
DESIRABLE	
A community / environmental qualification	AF
Horticulture qualification	AF
PTTLS or similar teaching qualification	AF
First aid training	

EXPERIENCE	EVIDENCE
ESSENTIAL	
Working with a wide range of groups	AF & I
Practical gardening/horticulture, conservation or landscaping delivery	AF & I
Delivery of community / environmental projects	AF & I
Supervising and managing volunteers	AF & I
Health and safety assessment for practical tasks	AF & I
DESIRABLE	
Community consultation / engagement / participation/ outreach delivery	AF
Developing and setting up new projects	AF
Project management, budgets and finance	AF

SKILLS	EVIDENCE
ESSENTIAL	
Ability to manage time effectively, work under pressure and meet deadlines	AF & I
Excellent communication and social skills and ability to speak and relate to people	AF & I
of varied backgrounds including tailoring messages to different audiences	AF
Good knowledge of IT including Word and Excel, as well as email/internet use	AF & I
To work on own initiative and as part of a team	AF & I
Tact and diplomacy	AF & I
Flexibility – to adapt to changing circumstances	AF & I
DESIRABLE	
Supervising and managing volunteers	AF & I
Interest or experience of community food growing	AF

Knowledge	EVIDENCE
ESSENTIAL	
Understanding and interest in current community and environmental issues	AF & I
Understanding of working with challenging group and the barriers they face	AF & I
Equal opportunities	AF & I
DESIRABLE	
Local authority procedures	AF & I
Understanding of national, regional and local government funding	AF & I
Awareness of communities in Essex	AF & I