

# 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.
5. Identify and liaise with appropriate stakeholders including local authorities, health authorities, schools, youth agencies, businesses and local communities to ensure a coordinated and multi-agency 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).



KNOWLEDGE	EVIDENCE
<p><b>ESSENTIAL</b></p> <ul style="list-style-type: none"> <li>• Understanding and interest in current community and environmental issues</li> <li>• Understanding of working with challenging group and the barriers they face</li> <li>• Equal opportunities</li> </ul> <p><b>DESIRABLE</b></p> <ul style="list-style-type: none"> <li>• Local authority procedures</li> <li>• Understanding of national, regional and local government funding</li> <li>• Awareness of communities in Essex</li> </ul>	<p>AF &amp; I</p> <p>AF &amp; I</p> <p>AF &amp; I</p> <p>AF &amp; I</p> <p>AF &amp; I</p> <p>AF &amp; I</p>