

Brief for the position of

Community & Environment Project Officer Groundwork West Midlands

April 2025



Overview

Groundwork is a charity working to transform lives in the UK's most disadvantaged communities.

We are passionate about creating a future where every neighbourhood is vibrant and green, every community is strong and able to shape its own destiny and no-one is held back by their background or circumstances.

We help people gain confidence and skills, get into training and work, protect and improve green spaces, lead more active lives and overcome significant challenges such as poverty, isolation, low skills and poor health.



We create better places

By making communities greener, safer and healthier and by enabling people to work together to bring about change in their local area



We improve people's prospects

By increasing the confidence, skills, wellbeing and employability of those struggling in education or out of work.



We promote greener choices

To help people and businesses reduce their environmental impact, improve their health, cut waste and save money.

Our Vision

"To help shape vibrant communities across the West Midlands, where people are healthier, more resilient and enterprising"

Our Mission

"To enable people to flourish, and to support the creation of sustainable environments through collaboration, behavioural change and practical action"

Our Social Objectives

We are passionate about;

- Creating better places & connections to the natural world
- Improving peoples' prospects & raising aspirations
- Promoting healthier & greener choices

We believe that working with local communities to build their resilience is vital in facing up to the challenges of a post-Covid-19 West Midlands. We know that the negative effects of climate change and environmental breakdown impact first and worst on those who have the least power in society, and who contribute least to the cause of the crisis. A 'just transition' to an inclusive, net-zero economy must tackle, rather than entrench, this inequality and provide a springboard for better work and healthier, happier lives in the places that need it most.

This means creating green jobs that build wealth in local communities, changing behaviour to reduce wasted food, energy and water, providing biodiverse, accessible green spaces, supporting businesses to be more responsible and empowering communities to lead activities that improve their quality of life and promote health and wellbeing.

The Future

The charity has an income of around £3.5M per year and is having a positive impact across the region. Following an extended period of lockdown where the organisation has discovered new and innovative ways of delivering our work, GWWM now has clarity around its purpose and is fit for the future. The CEO and senior team are now working hard to plan an organisation that delivers relevant and meaningful work in a post-Covid crisis world, to build on the excellent work already undertaken in our turnaround plan, shaping and embedding a culture in an organisation that is excited by future opportunities.

The CEO's primary task is to now ensure that GWWM is a visible, active and recognisable positive presence in the region, building relationships with partners and exploring the development of new activities and initiatives.

This is an exciting time in the evolution of Groundwork West Midlands, and as such, we are delighted to be recruiting a Project Officer to join our team and help to take the organisation forward at this vital time in our development, when the organisation is effectively being relaunched to grow and play an active and vital role in making the West Midlands a better place to live and work.



Job Description

JOB TITLE:	Community and Environment Project Officer
SALARY:	£24,755
REPORTS TO:	Land Manager
LOCATION:	Coventry (travel around the West Midlands area).

ROLE SUMMARY

To assist in the delivery of outdoor based community projects and informal education in line with Groundwork West Midlands mission to improve the health and wellbeing of local communities and the environment in which they live.

A focus of the role will be 'hands on' delivery of practical outdoor activities at our Community Garden in Coventry and on our nature reserves across the West Midlands. For example, building raised beds, conservation tasks and greenspace maintenance.

The role will also involve project planning, community engagement, working with partners, gathering feedback and reporting on outcomes and project progress.

The project officer will ensure that all projects are inclusive, high-quality, and delivered in line with client / partner specifications, within budget, and on schedule.

Additionally, they will supervise volunteers, ensuring compliance with GWWM policies and fostering their professional growth.

This role offers a range of opportunities to develop skills across diverse community projects. The role will contribute to meaningful charity work that makes a real difference in people's lives.

MAIN DUTIES

To plan and deliver practical environmental community sessions at a Community Garden, for adults, families and young people.

To lead the development of the community garden into a usable space for food growing, community activities, health promotion, environmental improvements and a place when the community can come together.

Build and maintain partnerships with local organisations, community groups, corporate partners and statutory bodies to ensure that the garden is fulfilling the needs of the local community.

To work with Groundworks Rangers to delivery environmental improvements, complete maintenance tasks and delivery community engagement activities on our nature reserves across the West Midlands.

Represent and promote GWWM at relevant meetings with partners and stakeholders. Ensure projects meet funders communication requirements while maximizing exposure, including proficient use of social media platforms.

Work with the Healthy Lifestyles Lead Coordinator to stay within set budgets and meet financial reporting deadlines. Adhere to GWWM purchasing and procurement policies and procedures.

Ensure all activities follow health and safety policies, including conducting risk assessments, ensuring PPE is used correctly and that all volunteers/participants are following safe working methods.

Work with groundwork colleagues from across various teams to ensure that projects are delivered on time and to the highest quality standards.

Gather feedback, case studies and evidence to showcase the success of projects and the impact within communities. Use this feedback to ensure there is continuous improvement and development both in personal skills and project delivery.

Be organised and diligent in completing both organisational and project specific administration tasks including project monitoring, evidence gathering.

Be vigilant about safeguarding concerns, reporting any issues related to young people, children, or vulnerable adults to line manager or designated safeguarding leads.

To participate in line management meetings and the performance appraisal process to identify training requirements and track personal development.

To undertake any training required for the role.

To support volunteers and ensure they have the appropriate training to the required standard.

ADDITIONAL RESPONSIBILITIES

To comply with Groundwork West Midland's policies and procedures in all employment practices, these include:

Equality, Diversity and Inclusion

Smoking Policy

Health and Safety

Safeguarding

Data Protection

Code of Conduct

To meet the travel requirements of the role which will include travel across the region when required, using own vehicle and / company vehicles to transport equipment. To attend any



project / organisation meetings and to work with due regard for Groundwork West Midlands's core values and objectives at all times. To undertake additional tasks or duties that may be reasonably requested as necessary to improve job performance or to support the overall functioning of the Charity theme and

Date: April 2025

This post is exempt from the provisions of the Rehabilitation of Offenders Act. A DBS check will be required prior to appointment.



Person specification

Note to Applicant: When submitting your CV and cover letter, you should demonstrate the extent to which you have the necessary education, experience, knowledge and skills identified as a requirement for the post. (Note: Where items appear which have not been deemed essential, you should assume they have been considered desirable).

Factor	Criteria	Ranking	Shortlist Criteria	Selection method used to evidence criteria
Qualifications	Educated to Level 2 or equivalent in Maths and English i.e. GCSE Grade 9-4 or A*-C	Essential	Yes	CV & Cover Letter
	Qualification in one or more of the Charities core areas of work i.e. Community, Youth, Environment, Health, Education. Or relevant experience.	Desirable	Yes	CV & Cover Letter
	Full driving Licence and access to own car for business travel.	Essential	Yes	CV & Cover Letter
Experience	Experience in planning and delivering community and environmental activities for various audiences such as adult volunteers, families or young people.	Essential	No	CV & Cover Letter/Interview Process
	Proven experience of delivering practical environmental, conservation or landscape work, including the use of hand tools.	Essential	Yes	CV & Cover Letter/Interview Process
	Experience of partnership working from a variety of different sectors i.e. voluntary, statutory and corporate.	Desirable	No	CV & Cover Letter/Interview Process

	Experience in using social media for business purposes.	Desirable	No	CV & Cover Letter/Interview Process
	Experience of adhering to H&S regulations relating to working with tools and the community.	Desirable	No	CV & Cover Letter/Interview Process
	Experience in the use of tools such as strimmer's, hedge trimmers, brush cutter and general hand tools.	Desirable	No	CV & Cover Letter/Interview Process
Knowledge	A general understanding of the needs of people living in disadvantaged neighbourhoods and the issues they face.	Essential	Yes	CV & Cover Letter/Interview Process
	Awareness around the safeguarding of children, young people, and vulnerable adults, along with the understanding of procedures to follow.	Essential	Yes	CV & Cover Letter/Interview Process
Skills	Excellent communication, (e.g. clear and concise written work) and social skills.	Essential	Yes	CV & Cover Letter/Interview Process
	Able to work on own initiative and as part of a team.	Essential	Yes	CV & Cover Letter/Interview Process
	Flexible: <ul style="list-style-type: none"> - Can adapt to changing circumstances - Problem solve - Travel for the role, transporting equipment / resources if required - Work out of office hours, i.e. late afternoons and occasional weekend events. 	Essential	Yes	CV & Cover Letter/Interview Process

	Able to maintain a professional attitude and boundaries when working with communities, including children, young people and vulnerable adults	Essential	Yes	CV & Cover Letter/Interview Process
	Computer literate, including MS Word, Excel, email, Teams / Zoom and social media (Facebook).	Essential	Yes	CV & Cover Letter/Interview Process

> How to apply

To apply, please submit your CV and a covering letter outlining your skills and reasons for applying for the role at Groundwork West Midlands to wmhr@groundwork.org.uk

In line with GDPR, we ask that you do NOT send us any information that can identify children or any of your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, data concerning health or sex life and sexual orientation, genetic and / or biometric data) in your CV and application documentation. Following this notice, any inclusion of your Sensitive Personal Data in your CV/application documentation will be understood by us as your express consent to process this information going forward. Please also remember to not mention anyone's information or details (e.g. referees) who have not previously agreed to their inclusion.