

**JOB DESCRIPTION**

**Job Title:**  **Detached Activities Facilitator**

**Responsible to: Senior Community Outreach Worker**

**Responsible for: Volunteers**

**Operational Area: Sussex and Surrey**

**Location:**  **Downs Farm, Farley Bank, Halton Hastings**

**Date:** **May 2025**

**JOB SUMMARY**

The Detached Activities Facilitator will support the delivery of fun, engaging activities connecting families to nature in three local neighbourhoods located across Ore, Hastings. The successful candidate will coordinate the delivery of a range of activities to engage the local community working in close collaboration with the Senior Community Outreach Worker and the Conservation Trainer & Horticulture Facilitator.

This role will also assist in signposting residents to additional opportunities and services.

**MAIN DUTIES**

* To create a programme of weekly community events at centres, including but not limited to family craft, early years workshops, heritage talks. This will include both delivery and coordinating external practitioners.
* To support partners in delivering activities that connect children to nature.
* Oversee volunteers as needed providing support and direction.
* Support the promotion of activities and events.
* General administrational and resourcing activities in relation to the events.
* Support the Senior Community Outreach Worker in ensuring H&S/Risk Assessment files are up-to-date and in accordance with current procedures.

**KEY AREA: QUALITY**

* Actively assists with customer service, with a focus on customer satisfaction and delivering a quality service to the agreed standards for participants

**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:

* 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.
* Commit 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** | Interest in nature/the environment | X |  |
|  | Knowledge of H&S and Safeguarding related to session delivery  | X |  |
|  | Understanding of programme delivery and project management  |  | X |
|  | Forest school or related qualification  |  | X |
| **Experience** | Experience of working with children and families | X |  |
|  | Experience of delivering community development initiatives | X |  |
|  | Experience of delivering nature and arts based workshops | X |  |
| **Skills:** | Excellent communication skills appropriate across a range of different age and abilities.  | X |  |
|  | Strong team skills and a proactive, supportive way of closely working with colleagues to achieve results | X |  |
| **Abilities** | Ability to manage workloads and competing priorities in an often deadline orientated environment | X |  |
|  | Demonstrate a commitment to and understanding of the principles of equal opportunities in both employment and service delivery | X |  |
|  | Demonstrate a commitment to and understanding of safeguarding and promoting the welfare of children and adults at risk | X |  |
|  | Demonstrate a commitment to customer service | X |  |
|  | A proven ability to think creatively, problem-solve and work on own initiative with minimal supervision | X |  |
| **Special Requirements** | Ability to work evening and weekend events is essential for this role  |
|  | Full UK driving licence will be required for transporting materials (tables, gazebos, arts and crafts) to each site. Access to your own vehicle for which you will need to be insured for business use. Employees are able to claim back mileage rates as per our Expenses Policy or for company vehicles due to insurance provision, candidates must be aged 21 plus with more than 12 months driving history. |
|  | Willingness to work outside |

**TERMS AND CONDITIONS**

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| **Salary** | £10,140 per annum (£13 per hour, FTE £25,350) |
| **Contract** | Fixed Term until 15 December 2025 |
| **Hours of work**  | Your normal hours of work are 15 hours each week excluding a daily lunch break and travel to and from the main place of work. This will include two days after school, to be negotiated and weekends including Sundays as required. |
| **Place of work** | Your normal place of work will be Downs Farm Community Centre, Crowborough Rd, Hastings TN35 5EE. 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. Employee contributions are made by salary sacrifice.  |
| **Benefits** | The following discretionary benefits are available to staff:**Health Cash Plan**A Company sponsored healthcare cash plan, which enables you to claim 100% refund on healthcare bills (subject to the maximum claim levels) including dental, optical, chiropody, specialist consultation fees, physiotherapy and osteopathy. Dependant children are covered free up the age of 24. **Employee Assistance Programme**Fully comprehensive EAP which includes mental health helpline and face to face counselling. **Cycle to Work Scheme**This salary sacrifice scheme enables employees to apply for a loan of up to £1,000, 0% interest over a period of 12 months to purchase a bike, meaning you can save up to 42% through lower tax and NI contributions. |
| **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 DBSwith 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 our 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 …………………………………………………**……………………….**