

**JOB DESCRIPTION**

**Job Title: Project Officer (Access and Outreach)**

**Responsible to: Programme Delivery Manager**

**Responsible for: Volunteers**

**Operational Area: Thames Valley**

**Location: Iver Environment Centre**

**Date: June 2025**

**JOB SUMMARY**

The Project Officer (Access and Outreach) will be responsible for devising and delivering fun educational activities connecting schools and families to nature at Iver Environment Centre (IEC), The Elsdale II, Denham Country Park and other outreach sites. This will include engaging children with the outdoors through pond dipping, minibeast hunting, den building, fire lighting and crafts, as well as heritage activities.

You will also support with development of teaching sessions for school trips, help deliver our Safe Access for All project and assist with corporate volunteer days at Iver Environment Centre.

**Main Duties**

* To assist in the development and delivery of community events, including but not limited to family fun days, early years workshops, drop off activity days for children aged 7-11yrs and community workshops or open days.
* To assist in the development and delivery of sessions tailored for people with additional needs, including but not limited to volunteering, work experience, gardening, and nature arts & crafts.
* To staff stalls at external community events to connect people to nature and inform them of the opportunities provided by Iver Environment Centre Team.
* To deliver independently birthday parties at Iver Environment Centre which connect children to nature.
* To assist in the development and delivery of our environmental education programmes for schools at Iver Environment Centre, Elsdale II and Denham Country Park (predominantly primary schools).
* To support delivery (including online delivery) of our Secret World of Wildlife project – using equipment including bat detectors, longworth traps, cameras, tablets and filmmaking software.
* To lead in delivery of our Widening Access to Nature programme, addressing barriers to accessing IEC through free visits, outreach (including assemblies) and specialist equipment.
* To lead, with support from our Senior Education Officer, on development and delivery of education from the Elsdale II Floating Classroom
* To develop partnerships with the community around the Elsdale II and promote our activities on the boat.
* To maintain equipment and resources used for education including the IEC site itself.
* To ensure the highest possible standards of delivery. This will involve CPD, self-reflection, securing and sharing feedback.
* Exploring small funding opportunities (Less than £1500) for widening access, with support from Programmes Delivery Manager.

**KEY AREA: SAFEGUARDING CHILDREN & ADULTS AT RISK**

Groundwork South is committed to safeguarding a promoting the welfare of children and adults at risk. It is the responsibility of each employee to familiarise themselves and comply with the organisation’s procedures and systems on safeguarding children and adults at risk. Primary responsibilities are:

* To adhere to the Safeguarding Policy and Procedures.
* To adhere to the Safer Recruitment Policy & Procedure.
* To report any safeguarding incidents or concerns immediately to your Designated Safeguarding Officer or Lead Designated Safeguarding Officer.
* To complete any Safeguarding Awareness training as required by Groundwork South.
* If required for your post, undertake an enhanced DBS check and maintain annual membership through the update service.

KEY AREA: CUSTOMER SERVICE

Actively assist with customer service taking a lead in day-to-day operations to ensure that exemplary customer service is delivered with residents, tenants and leaseholders and clients.

**KEY AREA: QUALITY**

Focus on customer satisfaction and deliver a quality service to the agreed standards.

**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 your 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

* To adhere to all the policies and procedures of the organisation.
* To contribute to the Trust’s work in maintaining existing and achieving future accreditations and standards.
* To 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** | An education related degree and or a PGCE or equivalent teaching qualification. |  | X |
|  | Understanding of the national curriculum at KS1-2 and Early Years. |  | X |
|  | Interest in nature/the environment. | X |  |
|  | Knowledge of H&S and Safeguarding related to session delivery. | X |  |
| **Experience** | Experience working with young people. | X |  |
|  | Experience of environmental education, working with young people outside the classroom. |  | X |
| **Skills** | Excellent communication skills appropriate across a range of different age and abilities. | X |  |
|  | Full UK driving licence | X |  |
|  | 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 |  |
| **Abilities** | A proven ability to think creatively, problem-solve and work on own initiative with minimal supervision. | X |  |
|  | Strong team skills and a proactive, supportive way of closely working with colleagues to achieve results. | X |  |
| **Special Requirements** | Able to work outside normal working hours i.e. attendance at evening and weekend events. The Trust has a Time Off In Lieu system in place. | | |
|  | Willingness to work outside | | |

**TERMS AND CONDITIONS**

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| **Rate of Pay** | £24,570 per annum |
| **Contract** | Permanent |
| **Hours of work** | 37.5hrs per week (excluding an unpaid lunch break) spread over 5 days, including one weekend day. |
| **Place of work** | Your normal place of work will be Iver Environment Centre, Slough Road, Iver Heath, Bucks, SL0 0EB and Elsedale II, currently moored at Greenford Quay UB6 0FP. You will 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. |
| **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. Dependent 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 DBS with 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 …………………………………………………