

Brief for the position of

Community & Environment Project Officer Groundwork West Midlands

August 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:	£24,858.08
REPORTS TO:	Land Manager
LOCATION:	Stoke on Trent (With travel to sites across the West Midlands)

ROLE SUMMARY

The Project Officer will support the Land Team in the delivery of countryside and conservation-based projects across Groundwork West Midlands' portfolio of country parks, nature reserves, and community greenspaces.

This is a hands-on role suited to someone with a strong practical background in countryside management, conservation, or land-based work.

The post holder will lead on-site maintenance tasks, coordinate conservation tasks, and deliver high-quality engagement activities with local schools and community groups.

The role will also involve assisting in 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

Key Responsibilities

The Project Officer will work as part of Groundwork West Midlands' Land & Communities Team to deliver high-quality, inclusive environmental maintenance and improvement projects across nature reserves, country parks, and green spaces throughout the West Midlands.

Duties include:

- **Practical Site Work & Maintenance**
 - Assist Groundwork Rangers in delivering environmental improvements and completing regular site maintenance tasks.
 - Carry out and coordinate practical conservation tasks such as habitat management, fencing, path repairs, and vegetation clearance.
 - Conduct and document regular site safety checks in accordance with health and safety requirements.
 - Be competent and qualified in the safe use of powered tools such as strimmers, hedge cutters, and pole saws.
- **Volunteer Recruitment & Supervision**
 - Recruit, train, and lead volunteers in the safe and effective delivery of practical tasks.
 - Ensure all activities are inclusive, well-managed, and in line with Groundwork policies.

- Provide ongoing support and appropriate training for volunteers to develop their skills.
- **Community Engagement & Outdoor Learning**
 - Deliver informal education sessions and conservation-based activities to schools and local groups.
 - Foster environmental awareness and positive community relationships through hands-on outdoor experiences.
 - Build and maintain partnerships with community groups, schools, corporate partners, and statutory bodies to ensure project relevance and support.
- **Project Delivery & Partnership Working**
 - Work alongside internal teams, local authorities, and external stakeholders to ensure projects are delivered on time, within budget, and to a high standard.
 - Represent and promote Groundwork West Midlands at meetings, events, and partnership forums.
 - Ensure funder communications are fulfilled and maximise project exposure through use of digital channels and social media.
- **Monitoring, Reporting & Continuous Improvement**
 - Support project planning, monitoring, and evaluation by gathering data, feedback, and case studies.
 - Track project outcomes and community impact for reporting to funders and internal teams.
 - Participate in reflective practice to improve personal performance and project delivery.
- **Financial and Administrative Duties**
 - Work with the Healthy Lifestyles Lead Coordinator to manage project budgets and adhere to financial reporting deadlines.
 - Ensure compliance with Groundwork procurement procedures and purchasing policies.
 - Maintain organised project records, monitoring logs, and administrative systems.
- **Health, Safety & Safeguarding**
 - Conduct risk assessments, ensure PPE is used correctly, and promote safe working practices on site.
 - Remain vigilant to safeguarding concerns and report any issues involving children, young people, or vulnerable adults to line management or the designated safeguarding lead.
- **Professional Development**
 - Participate in regular line management meetings and the performance appraisal process.
 - Identify and undertake training relevant to the role.
 - Support the development and upskilling of volunteers and junior team members.

ADDITIONAL RESPONSIBILITIES



To comply with Groundwork West Midlands'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 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: August 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
	Qualification in ecology or environmental/countryside management.	Essential	Yes	CV & Cover Letter
	Full driving Licence and access to own car for business travel.	Essential	Yes	CV & Cover Letter
	NPTC Qualifications – Strimmer, PA1/PA6, Hedge cutter, Pole saw	Desirable	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 powered 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
	Understanding of species-sensitive timings and how to adapt practical conservation tasks to avoid disturbance to protected wildlife.	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: - 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.

