



JOB DESCRIPTION

Job Title:	Project Officer (Iver Environment Centre)
Responsible to:	Programmes Manager, Iver Environment Centre
Responsible for:	Volunteers
Operational Area:	Thames Valley
Location:	Iver Environment Centre
Date:	July 2026

JOB SUMMARY

The Project Officer will ensure the site and buildings at Iver Environment Centre are safe and inspiring for our visitors to explore nature. Passionate about the environment, they will be responsible for facilities maintenance along with health and safety compliance (with the support of the Programmes Manager).

The Project Officer will work with the Senior Project Officer to develop and deliver a high-quality community engagement and volunteering programme for a diverse audience. They will have a good overview of the needs of our site and audience in order to support our community volunteer team and corporate volunteers to engage with tasks. They will be a positive, friendly person who is able to assess people's strengths and recognise achievements.

The Project Officer will take responsibility for a number of regular checks on site including but not limited to fire alarms, water temperature, play equipment and outdoor structures. They will know what follow up actions and related admin are necessary and will schedule maintenance/repair as needed. They will process regular facilities related invoices e.g. electricity and refuse collection. They will ensure the maintenance schedule is up to date and accurate and they will be responsible for actioning works, with support from the Programme Delivery Manager and our landlords' managing agents.

They will also be required to carry out any other administrative, housekeeping and health and safety related tasks as needed.

Main Duties

- To carry out regular checks and associated admin, to ensure health and safety

compliance of the site.

- To ensure H&S and Environmental management records are kept up to date and supervise contractors working on the site.
- To ensure that the site is maintained to the highest possible standards, using volunteers, partners and contractors to carry out the work needed.
- To undertake small maintenance and gardening tasks as needed.
- To develop, deliver and promote the volunteering programme at Iver Environment Centre alongside the Senior Project Officer (Education and Volunteering).
- To lead and resource corporate volunteer days at Iver Environment Centre and elsewhere alongside the Senior Project Officer (Education and Volunteering).
- To recruit, train and support Iver Environment Centre volunteers with the support of the Senior Project Officer (Education and Volunteering).
- To lead and support volunteering sessions for people with additional needs.
- To co-ordinate projects such as raised bed building or tree planting with partner schools and community groups.
- To obtain quotations in accordance with our procurement policy and co-ordinate small capital works (e.g. accessible toilet refurb)
- To work to agreed deadlines and operate within budget.
- To process facilities related invoices and feed site maintenance costs and information to the Programme Delivery Manager as they manage the budget.
- To monitor and maintain and keep tidy tools and equipment at Iver Environment Centre.
- To report on a monthly basis to your line manager how the projects are progressing and any issues arising.
- Support with bookings and other admin tasks related to the education and volunteering programme.
- Complete PPMs as required.
- The Project Officer will also be required to carry out any other administrative, housekeeping and health and safety related tasks as needed

KEY AREA: PARTNERSHIP & STAKEHOLDER WORKING

Formalise partnerships and builds strong links with stakeholders.

Attend and represent the Trust at relevant meetings, steering groups, forums, and conferences, including attending out of office hours when necessary

KEY AREA: VOLUNTEER MANAGEMENT

Identify, develop, and recruit volunteers in accordance with Trust procedures, where appropriate.

Provide support, direction, and training to volunteers.

KEY AREA: SAFEGUARDING CHILDREN & ADULTS AT RISK

Groundwork South is committed to safeguarding and 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 line manager
- To proactively monitor health and safety compliance through a system of regular checks and record keeping.
- 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 of values:

- Passion
- Commitment
- Empathy
- Professionalism
- Innovation

Factor	Criteria	Essential	Desirable
Knowledge	Knowledge of health and safety factors involved in safe public buildings and outdoor spaces.	X	
	Knowledge of and an interest in nature, wildlife, and the environment (including basic gardening).	x	
	Knowledge of simple computer programmes e.g. Microsoft Office	X	
Experience	Experience carrying out safety checks and keeping records.		X
	Experience in maintaining sites or buildings	X	
Skills:	Excellent communication and presentation skills, both written and verbal to be able to communicate with a wide variety of customer groups both internally and externally.	X	
	Ability to manage workloads and competing priorities in an often deadline orientated environment.	X	
	Logical organised and methodical, with good attention to detail.	x	
	Demonstrate a commitment to and understanding of the principles of equal opportunities in both employment and service delivery.	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			

TERMS AND CONDITIONS

Salary	£15,736.50 per annum FTE £26,227.50
Contract:	3 year contract with scope to extend.
Hours of work:	22.5 hr per week
Place of work	Your normal place of work will be Iver Environment Centre, Slough Road, Iver Heath, BUCKS, SL0 0EB. 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 1 st January to 31 st 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, or such other registered pension scheme as has been set up by Groundwork. Participation in such schemes is subject to satisfying certain eligibility criteria and the rules of such scheme as amended from time to time.
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