JOB DESCRIPTION

Job Title: Green Spaces Trainee

Responsible to: Green Spaces Programme Manager (Conservation & Skills Development)

Location: Based at Colne Valley Park Visitor Centre, UB9 5PG.

Contract: 3-month contract

Date: October 2026

JOB SUMMARY

You will assist with the delivery of green spaces enhancement and community & corporate volunteering days in Staines for 2 days a week. You will gain experience of practical delivery of a wide range of conservation tasks from invasive species removal to habitat management and path maintenance. We will offer work-based learning and training.

WHAT ARE WE LOOKING FOR

We are looking for an individual who is interested in working outdoors as part of a team, and is interested in the environment. The post holder will enjoy taking part in manual work in all types of weather. You will be working on a SSSI (Site of Special Scientific Interest) site in Staines and in the surrounding area, so no two days are likely to be the same.

This role is suitable for someone with limited experience in horticulture, conservation, and grounds maintenance who is looking to enter this sector of work.

MAIN DUTIES

- Assist colleagues on delivery of path maintenance, green spaces, woodland and river conservation and grounds maintenance projects
- Assist with corporate volunteering days to engage local companies with environmental improvements for the benefit of people and wildlife.
- Work with colleagues to ensure projects are completed to a high-quality standard
- Undertake work-based learning and training to build your skills and experience

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 assists with customer service to ensure that exemplary customer service is delivered with residents, tenants, leaseholders, and clients.

KEY AREA: QUALITY
Focuses on customer satisfaction and delivers 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 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

- Adheres to all the policies and procedures of the organisation
- Contributes to the Trust's work in maintaining existing and achieving future accreditations and standards
- Commits 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	Displays an interest in countryside, landscape and river management	X	
	Have a qualification in brush cutter and strimmer use		X
Experience	Experience undertaking practical habitat management using hand tools	X	
	Experience using brush cutters and strimmer's		X
	Experience in adhering to risk assessments	X	
Abilities & Skills	Displays a willingness to learn new conservation & grounds maintenance skills	X	
	Willing to learn how to use new power tools e.g. hedge trimmer & blower	X	
	Ability to listen to instructions and directions from the manager	X	
	Demonstrates commitment to the role and an ability to turn up to work on time	X	
	Has good communications skills and is able to communicate well with colleagues	X	
	Ability to work in a professional manner on work sites	X	
	Able to identify hazards on a work site and report them to the manager	X	
	Able to care for tools, identify any issue with tool and report these to the manager	X	
	Able to follow health and safety and all other Groundwork policies as outlined in our company handbook	X	
	Demonstrate a commitment to and understanding of the principles of equal opportunities in both employment and service delivery	X	
Special Requirements	Able to work outside normal working hours i.e. attendance at occasional evening and week-end events. The Trust has a Time Off In Lieu system in place. A Full UK driving licence and access to your own vehicle for which you will need to be insured for business use is desirable. Employees are able to claim back mileage rates as per our Expenses Policy.		

TERMS AND CONDITIONS

Salary	£13.00 per hour
Contract:	3 months
Hours of work:	Your hours will be 09:30am – 15:00pm on Monday and Wednesdays, which includes a half hour unpaid lunch break and excludes travel to and from the main place of work (15 hours paid per week total).
Place of work	You will be working in Staines but may be expected to work within the Colne Valley Regional Park.
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, 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.
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 18 in full time education. Includes PERKS scheme which has offers such as discounted gym membership and shopping discounts. **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.
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 https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/338399/An_employers_guide-28-07-14.pdf
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 ……**……..**