PROJECT OFFICER

JOB DESCRIPTION

TITLE: Project Officer

RESPONSIBLE TO: Team Manager/Senior Project Officer

RESPONSIBLE FOR: Volunteers, student placements

JOB SUMMARY: Working with communities, corporates, volunteers, families and other agencies to develop and deliver a range of practical outdoor local sustainable, learning and behavioural change projects. The role will lead on practical green space improvements and initiatives that improve the quality of life for local people.

LOCATION: Suffolk with working required across operating region as applicable.

Hours: 37 hours a week with a minimum of 30 hours

MAIN DUTIES AND RESPONSIBILITIES:

1. Initiate, develop and deliver practical outdoor environmental community and education projects alongside identified partner organisations and local groups. This may include, employment training schemes, sustainable landscape improvements, river/wetland improvements and growing/gardening projects. This role involves practical outdoor tasks requiring physical activity.

2. Effectively manage a varied workload, ensuring all projects are well planned, remain within budget, outputs are achieved and milestones met, through efficient project management, monitoring, administration and evaluation.

3. Manage volunteers taking part in Groundwork projects, including groups of vulnerable adults, community groups and corporate volunteers. This will include both office-based and practical activities such as food growing and horticulture tasks.

4. Raise the profile of projects internally and externally with partners, funders and communities through effective publicity, working closely with the Marketing Team.

OTHER RESPONSIBILITIES:

1. To play an active role within the Trust to develop Groundwork's project programme and influence the Trust's work overall.

2. Assist with the Green Doctor programme as required.

3. Promote Groundwork activities, providing an efficient and courteous service.

4. Ensure compliance with Trust policies, and with insurance and statutory requirements, particularly health and safety, the Children's Act and equal opportunities.

5. To undertake other administrative duties as required by the post.

6. To undertake any task that may be requested from time to time by the Executive or Operations & Development Directors or Operations Managers as may be consistent with the nature and scope of the post.

PERSONAL DEVELOPMENT AND TRAINING:

1. To attend regular team meetings and supervision with line manager.

2. To undertake training and development as agreed with line manager.

3. To be a positive force within the staff team taking personal responsibility for ensuring good morale and positive work relations.

Please note: Appointment to this post is subject to an enhanced check endorsed by the Criminal Records Bureau (under Section 7(1) of the Protection of Children Act 1999).

PROJECT OFFICER – PERSON SPECIFICATION

Application Form – AF / Interview - I

QUALIFICATIONS	EVIDENCE
ESSENTIAL	
• Ability to travel across the region	AF
DESIRABLE	
• A community / environmental qualification	AF
• Horticulture / landscaping qualification	AF
• Experience working within the environmental education sector	AF
• PTTLS or similar teaching qualification	
• First aid training	AF
• Mini-bus driving licence	AF
	AF

EXPERIENCE	EVIDENCE
ESSENTIAL	
• Delivery of community / environmental projects including practical work	AF & I
• Supervising and managing volunteers	AF & I
• Health and safety assessment for practical tasks	AF & I
• Community consultation / engagement / participation/ outreach delivery	AF & I
DESIRABLE	
• Developing new projects	AF & I
• Practical gardening/horticulture and landscaping	AF & I
• River/water/wetland practical working	AF
• Use of hand and power tools	AF
• Fundraising/bid writing	AF
• Project management, budgets and finance	AF
• Marketing and publicity	AF
• Working with: children, youth, minority ethnic communities, vulnerable adults including those with physical and mental health problems.	AF

SKILLS	EVIDENCE
ESSENTIAL	
• Ability to manage time effectively, work under pressure and meet deadlines	AF & I
• Ability to undertake physical practical tasks	AF & I
	AF

• Excellent communication and social skills and ability to speak and relate to people of varied backgrounds including tailoring messages to different audiences	AF & I
• Good knowledge of IT including Word and Excel, as well as email/internet use	AF & I
• To work on own initiative and as part of a team	AF & I
• Tact and diplomacy	AF & I
• Flexibility – to adapt to changing circumstances	AF & I
DESIRABLE	AF
• Supervising and managing volunteers	
• Interest or experience of community food growing	

KNOWLEDGE	**EVIDENCE**
ESSENTIAL	
• Understanding and interest in current community and environmental issues	AF & I
• Equal opportunities	AF & I
DESIRABLE	
• Local authority procedures	AF & I
• Understanding of national, regional and local government funding	AF & I
• Awareness of communities in Hertfordshire/Bedfordshire/Cambridgeshire/Essex/Suffolk/Norfolk	AF & I