

Job Description



Job Title:	Environmental Projects Officer
Location:	Wrexham and Connah's Quay, Flintshire
Responsible to:	Grants & Contracts Manager
Responsible for:	Volunteers
Length of contract:	Permanent subject to funding
Number of hours per week:	Part time, 22.5 hours per week. Flexible overtime may be required
Salary:	£19,690 per annum FTE (£11,820 per annum pro-rata)

Background

Groundwork North Wales has been successful in securing funding from the Big Lottery's programme 'Create your Space' to support communities to come up with their own vision and plan for conserving and improving their local natural environment in a way which meets their needs and those of future generations.

Since early 2016 Groundwork has been working with the community in Connah's Quay to develop a proposal – "Our Back Yard" – to enable people to be more involved with, and get more enjoyment from, their local open spaces. "Our Back Yard" has secured funding for 5 years. The project will provide opportunities for training, formal and informal learning for people of all ages. "Our Back Yard" is being delivered in partnership with Wild Ground (WG) who will employ the Environmental Projects Officer.

The Environmental Projects Officer post will be responsible for delivering practical environmental projects, carrying out a variety of wildlife surveys, working closely with the "Create your Space" project team and WG colleagues, leading groups of volunteers, and working with educational establishments and the local community to deliver a range of projects, events and activities. The post holder will be an excellent communicator with good people skills, able to establish good working relations with communities and individuals. The post involves working at a number of green spaces in Connah's Quay.

Purpose of the job

Under the guidance of Groundwork's Community Engagement Coordinator and WG's Reserves Development Manager, the post holder will support the delivery of the "Our Back Yard" Create Your Space programme in Connah's Quay, ensuring the required quality, timescales, processes and evidence requirements of funders are adhered to.

The post will report to Groundwork's Grants & Contracts Manager and will be part of the "Create

Your Space” programme team.

Summary of Main Responsibilities

Programme Delivery

Support the delivery of the ‘Our Back Yard’ Create Your Space programme in Connah’s Quay, ensuring the required quality, timescales, processes and evidence requirements of funders are adhered to.

Develop and plan participatory activities that will inspire people of all abilities to connect with local nature within Connah’s Quay.

Deliver out of classroom wildlife education sessions for children and young people.

Lead wildlife surveys at Llwyni, Broadoak Woods and ‘The Parks’ nature area, throughout spring and summer and lodge ecological data with Cofnod, the local Environmental Records Centre.

Collate and share species and habitat information, to include its broadcast via the project’s ‘iBeacons’.

Establish relationships with schools and Coleg Cambria, Quay Community Action Team (QCAT) volunteers, Flintshire County Council Countryside Service and others as project requirements dictate.

Nurture understanding and respect for the natural environment.

Work flexibly as part of a team and across teams, including occasional weekend working.

Deliver and support the delivery of specific project actions as identified in the business plan.

Business Development

Generate ideas and assist with putting together necessary documentation and gathering evidence in support of funding bids for projects and programmes as required.

People Management

Recruit, coordinate, lead and supervise volunteers in delivering practical environmental projects as determined through consultation and feedback. Be responsible for the health and safety of volunteers and ensure safe working practices are adhered to at all times.

Provide opportunities for local communities, volunteers and beneficiaries to get involved in project delivery activities, supporting the development of skills and confidence in those involved.

Build relationships and consult with members of the community, encouraging co-operation where relevant and where it does not currently exist.

Financial Management

Obtain quotes, prepare purchase orders and order project materials and services as directed within allocated budgets ensuring correct expenditure.

Administration

Prioritise workload and show initiative to ensure deadlines are met and tasks are carried out effectively.

Maintain project administration and keep accurate project records.

Marketing & Communications

Attend and contribute to project and team meetings as required.

Represent WG and the “Create Your Space” project professionally, to internal and external contacts as required, assisting with the promotion of projects and WG/Groundwork’s broader activities.

Act as a point of contact for residents, visitors, volunteers, partners, etc.

Performance Monitoring & Reporting

Ensure all performance measures are accurately recorded, evidenced and submitted to set deadlines.

Ensure evaluation forms are completed and submitted to set deadlines.

Maintain accurate timesheet records as required, including volunteer timesheets.

Produce written and verbal reports for meetings and funders as required.

Be aware of all targets and performance measures relevant to your business area and support the team to achieve them.

Other Duties

Adhere to and ensure compliance with WG’s organisational policies and procedures, and prepare and review risk assessments, safe systems of work and COSHH assessments.

Be responsible for any equipment used including cleaning and maintenance.

Any other reasonable duties as may be requested by your line manager.

The above list is not an exhaustive list of duties as the role may change from time to time to meet the requirements and objectives of the team.

Person Specification

	Essential	Desirable
Knowledge & Experience	<ul style="list-style-type: none">• Minimum 3 years relevant work experience in the environmental conservation sector.• Experience of planning and delivering community based environmental projects and activities with a wide range of groups.• Experience in recruiting, organising and leading volunteers.• Experience of organising and leading public events, e.g. guided walks, open days, etc.• Experience of the practical application of health & safety practices in a work setting.	<ul style="list-style-type: none">• Degree or equivalent in environmental/ecological discipline.• IOSH Working Safely.• First Aid training.• Experience of working with great crested newts.• Great crested newt licence holder.• Knowledge of wildlife legislation.• Knowledge of amphibian ecology.• Knowledge of badger ecology.• Chainsaw qualification (minimum CS30 and 31 or equivalent).• Brushcutter/trimmer

		<p>qualification.</p> <ul style="list-style-type: none"> • Pesticides qualification, ideally PA1 and PA6 (PA6AW preferably).
People Skills	<ul style="list-style-type: none"> • Ability to motivate others. • Ability to effectively engage with and inspire a wide variety of people including members of the local community, volunteers, peers, and project steering group members. 	<ul style="list-style-type: none"> • Landowner liaison.
Judgement & Initiative	<ul style="list-style-type: none"> • Ability to work on own initiative and lead and work as part of a team. • Confident, enthusiastic and self-motivated. • Ability to plan and prioritise workload effectively to meet set deadlines. • Excellent organisational skills. • Ability to solve problems with tact and diplomacy. 	
Communication	<ul style="list-style-type: none"> • Excellent written and verbal communication skills. • Ability to communicate effectively with the public and volunteers. • Ability to work with groups and individuals at a variety of levels, internally and externally and in a range of organisations. • Excellent IT skills. 	<ul style="list-style-type: none"> • Ability to communicate through the medium of Welsh. • Experience of using QGIS
Resources	<ul style="list-style-type: none"> • Ability to obtain quotes, prepare purchase orders and order project materials and services as directed. • Ability to keep accurate project records. • Ability to record and ensure accurate records of expenditure. 	
Confidentiality	<ul style="list-style-type: none"> • Understanding of the importance of confidentiality. • Ability to maintain confidentiality as required. 	
Other	<ul style="list-style-type: none"> • Full driving licence. • Appreciation and understanding of Welsh heritage and culture. • Commitment to equality and diversity. • Willingness to work unsociable hours during survey season, and on occasion at weekends and evenings. 	<ul style="list-style-type: none"> • Own vehicle available for some business use.