

Job Description



Job Title:	Environment & Community Engagement Coordinator
Location:	Groundwork Offices, Bangor or Wrexham
Responsible to:	Green Skills & Environment Project Manager
Responsible for:	Volunteers
Length of contract:	Permanent subject to funding and fixed term options available
Number of hours per week:	Full or Part Time considered
Salary:	Salary £21,660 FTE (pro rata if part time)

Purpose of the job

The postholder will lead and engage clients and volunteers in the delivery of a wide variety of outdoor, practical based environmental and community projects, programmes and initiatives to improve green spaces, infrastructure and biodiversity, encouraging them to develop essential skills, qualifications and entry to employment.

This role will provide meaningful engagement and support to a diverse range of groups including young people, adults and those who are isolated, socially excluded or disadvantaged.

Summary of Main Responsibilities

Programme Delivery

Coordinate, manage, develop and deliver meaningful engagement and support to a diverse range of groups including young people, adults and those who are isolated, socially excluded or disadvantaged through a wide variety of environmental and community projects and programmes.

Organise and lead volunteering opportunities and projects focused on practical environmental, conservation tasks and community engagement projects. The Coordinator is responsible for transporting the teams from and to their pick-up points to the various work sites, and for leading the tasks to ensure a good quality result.

Demonstrate and train clients and volunteers in the correct use of tools/equipment and safe working procedures.

Collect evidence to support records of learning and achievement of clients and volunteers linked to the attainment of accredited environmental qualifications accordingly to awarding bodies or in line with funding requirements.

Develop and maintain positive relationships with clients and keep groups motivated and productive to ensure a happy team.

Build relationships with existing community groups to encourage co-operation where relevant and where it does not currently exist.

Ensure projects are appropriately planned, monitored, delivered on time, to budget and to the highest quality (including completion of risk assessments, agreeing work programmes, costing and obtaining quotes for practical landscape works, ordering materials and project evaluation).

Support other project delivery across North Wales when required.

Business Development

Support the development of and generate new ideas to ensure well written, realistic and achievable bids and tenders are submitted which contribute towards the Trust's Business Plan objectives.

Assist in the creation, sharing, planning and organising of innovative ideas for potential projects such that they can be realised in a practical, profitable and timely way as products and services provided by the Trust.

People Management

Induct, train and supervise new staff, volunteers and work placements in the delivery of projects and activities ensuring staff are equipped and trained to work safely.

Work with and support assistants, trainees, volunteers and work placements to develop personal action plans to ensure personal goals are achieved and any additional support identified is provided, recorded and evidenced.

Financial Management

Monitor own project budgets in order to meet the Business Plan, providing information to ensure claims are submitted in line with agreed timescales and in accordance with the Trust's financial regulations.

Obtain quotes, handle petty cash 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.

Marketing & Communication

Attend and contribute to project and team meetings as required.

Represent the Trust professionally, to internal and external contacts as requiring assisting with the promotion of projects and the broader activities of the Trust.

Build partnerships and network effectively to establish and sustain the Trust’s partnerships with other organisations, agencies and initiatives across North Wales.

Prepare appropriate communication and publicity materials alongside the marketing team to promote individual projects and programmes wherever possible.

Performance Monitoring & Reporting

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

Ensure Trust evaluation form/s have been completed at every opportunity possible and submitted to the Business Development team on a regular basis.

Support the setting of targets and performance measures to your business area.

Other Duties

Ensure compliance with the Trust’s Health & Safety Policy and other established policies and procedures, preparing risk assessment and good health and safety management for activities.

Be responsible for any equipment used including cleaning and maintenance.

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

The attached 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"> • Diploma/A Levels, NVQ Level 3 or equivalent qualifications and/or some practical experience in a similar role. • Proven experience of developing, planning and delivering community engagement and/or environmental projects and activities. • Experience of delivering and evidencing practical based learning programmes. • Experience of supporting and working with community groups. • A working knowledge of and the ability to carry out, train and supervise others on a wide range of practical environmental improvement and landscaping tasks. • Excellent IT Skills. • Understanding of health & safety and its application in work practices. 	<ul style="list-style-type: none"> • IOSH Working Safely • Midas Certificate • First Aid Training • Level 3 Award in Education and Training (or equivalent) • Nationally Recognised Practical based qualifications e.g. Strimming, Brush cutting, Chainsaw Use, Pesticides.

People	<ul style="list-style-type: none"> • Commitment to equality and diversity. • Experience of supervising staff and/or volunteers. • Ability to motivate others. • Ability to explain and train assistants, trainees, volunteers and work placements in work task and duties. 	
Judgement & Initiative	<ul style="list-style-type: none"> • Excellent organisational skills to enable effective project management. • Ability to lead and work as part of a team. • Confident, enthusiastic and self-motivated. • Ability to give advice, solve problems with tact and diplomacy. • Ability to plan and prioritise workload effectively to meet targets and deadlines. • Ability to generate ideas for new projects, programmes and initiatives to meet the Business Plan's income targets. 	
Communication	<ul style="list-style-type: none"> • Excellent written and verbal communication skills. • Ability to work with individuals at a variety of levels, internally and externally and in a range of organisations. • Ability to build partnerships and demonstrate good networking skills. • Ability to represent the organisation professionally to internal and external contacts. 	<ul style="list-style-type: none"> • Ability to communicate through the medium of Welsh is <u>Highly Desirable</u> <p>(WELSH SPEAKING IS ESSENTIAL FOR BANGOR BASED ROLES)</p>
Resources	<ul style="list-style-type: none"> • Ability to manage own project budgets. • Ability to handle petty cash, obtain quotes and order project materials and services as directed. • Ability to record and ensure accurate project data and records of expenditure. • Ability to interpret spread sheets and other financial data. 	
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"> • Ability to demonstrate the qualities 'Genuine, Reputable, Enterprising, Energising & Needs Driven' in line with Groundwork North Wales' GREEN values. • Full driving licence. • Appreciation and understanding of Welsh heritage and culture. 	

