**Job Description**

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| **Job Title:** | Green Spaces Supervisor |
| **Location:** | Groundwork Offices, Wrexham |
| **Responsible to:** | Project Manager |
| **Responsible for:** | Project Participants & Volunteers |
| **Number of hours per week:** | Full Time 37.5 hours |
| **Salary:** | £19,700 FTE |
| **Purpose of the job** | |
| The role will focus on a range of environmental and community based projects.  The postholder will support in the delivery of a wide variety of outdoor, practical based environmental and community projects. The projects aim to improve green spaces, infrastructure and biodiversity, whilst encouraging participants to develop essential skills and qualifications.  This role will provide meaningful engagement and support to a diverse range of groups including young people and adults. | |
| **Summary of Main Responsibilities** | |
| **Programme Delivery**  Plan and deliver a wide variety of outdoor, practical based environmental and community based projects, programmes and initiatives with volunteers to improve green spaces.  Support practical based training in a variety of hard and soft landscaping improvement tasks linked to the attainment of accredited environmental qualifications.  Support and supervise small groups of clients to undertake practical environmental projects. The supervisor 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.  Support the team and collect evidence to support records of learning and achievement of clients and volunteers accordingly to awarding bodies or in line with funding requirements.  Demonstrate and train clients and volunteers in the correct use of tools/equipment and safe working procedures.  Maintain positive relationships with clients and keep groups motivated and productive to ensure a happy team.  Support to 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).  Be responsible for vehicles, tools, equipment, storage, carrying out routine checks and maintenance as applicable.  Support project delivery across North Wales when required.  **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**  Induct, train, supervise and support assistants, trainees, volunteers and work placements in the delivery of projects and activities, providing and documenting 1:1 support and supervision sessions.  **Financial Management**  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.  **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.  **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** | |

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|  | **Essential** | **Desirable** |
| **Knowledge & Experience** | * GCSE/NVQ Level 2 or equivalent qualifications and/or some practical experience in a similar role. * Experience of planning and delivering community based and/or environmental projects and activities. * Excellent practical landscaping skills. * 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. * Experience of delivering and evidencing practical based learning programmes. * Excellent IT Skills. * Understanding of health & safety and its application in work practices. | * IOSH Working Safely * Midas Certificate * Chainsaw Certificate to include crosscutting, maintenance & felling. * NPTC PA1 & PA6 Pesticide Certificates. * First Aid Training * Level 3 Award in Education and Training (or equivalent) |
| **People** | * Commitment to equality and diversity. * Experience of supervising volunteers**.** * Ability to motivate others. * Ability to explain and train assistants, trainees, volunteers and work placements in work task and duties. |  |
| **Judgement & Initiative** | * 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. * Good organisational skills. |  |
| **Communication** | * Excellent written and verbal communication skills. * Ability to communicate effectively with the public and volunteers. * Ability to work with individuals at a variety of levels, internally and externally and in a range or organisations. | Ability to communicate through the medium of Welsh. |
| **Resources** | * Ability to handle petty cash, obtain quotes and order project materials and services as directed. * Ability to keep accurate project records. * Ability to record and ensure accurate records of expenditure. |  |
| **Confidentiality** | * Understanding of the importance of confidentiality. * Ability to maintain confidentiality as required. |  |
| **Other** | * 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. |  |