

GREEN SHOOTS PROJECT OFFICER –

JOB DESCRIPTION

RESPONSIBLE TO – OPL PROJECTS MANAGER

RESPONSIBLE FOR – P/T PROJECT ASSISTANT

OVERALL PURPOSE OF JOB

To deliver the practical aspects of “Green Shoots”, including liaison with the partner organisations and day to day management of volunteers and trainees.

MAIN RESPONSIBILITIES:

- To run a programme of practical tasks for volunteers, including delivery of taster sessions and short courses on nature reserves and other green spaces across Middlesbrough.
- To provide OCN accredited and unaccredited training in conservation management skills.
- To work with participants to ensure that they are fully engaged in the project, including in developing, designing and implementing tasks.
- To support participants to identify any barriers they may have to participation and help them access appropriate support through partner agencies.
- To work with the other partners in the project, Actes, The Linx Project and The Other Perspective to ensure that there is a joined up approach to the provision. This will include recruitment of participant, and ensuring participants access the most appropriate volunteering and training opportunities.
- To assist in the evaluation of the project by collating data.
- To take responsibility for young people and vulnerable people involved in projects, ensuring that appropriate safety checks have been undertaken and all appropriate policies complied with.

In addition to these duties, all staff are expected to:

- Demonstrate and uphold MEC's core values: innovative; challenging; flexible; empowering, supportive; cooperative; inspirational; and adaptable.
- Assist with other aspects of MEC's work as appropriate and such other duties in keeping with the general aims of the post as may from time to time be determined by the Director.
- Ensure that the requirements of the company's Health and Safety policies and procedures are practised and observed.
- Ensure that the requirements of the Company's Equal Opportunities, Environment and Data Protection policies and procedures are practised and observed.
- Attend training as required to continue to undertake and develop the role effectively.
- Contribute to Middlesbrough's Public Health agenda, through developing a basic understanding of Public Health issues and signposting to local health improvement services. Appropriate training will be provided.

The post may involve weekend and evening work.

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PERSON SPECIFICATION

ATTRIBUTE	ESSENTIAL	DESIRABLE
EDUCATION AND TRAINING	<p>Good general education, with English and Mathematics to Level 2 or equivalent</p> <p>Full Driving Licence</p>	<p>Qualification in a relevant subject, such as nature conservation or horticulture</p> <p>First Aid qualification</p> <p>Sound general knowledge of environmental issues</p> <p>PTLLS qualification</p>
EXPERIENCE	<p>Significant experience of working with young people and/or under-represented groups in a formal or informal setting</p> <p>Running practical conservation and/or horticulture projects with volunteers</p> <p>Managing and sustaining partnerships</p>	<p>Delivering accredited and unaccredited training courses</p> <p>Working knowledge and experience of a range of computer packages</p> <p>Understanding the needs of young people and accessing support to meet those needs</p>
PERSONAL ATTRIBUTES	<p>Commitment to the personal development of disadvantaged people through environmental activities</p> <p>Personal interest in nature conservation</p> <p>Good written and oral communication skills</p> <p>Good organisational skills</p> <p>Working as part of a team</p>	

The post involves work with children and vulnerable people and is therefore subject to an Enhanced Disclosure through the Disclosure and Barring Service.