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**JOB TITLE: Clean it Green it Coalfield- Project Officer**

**The Organisation**

Springboard is a registered charity which aims to support the development of sustainable communities where people have the skills they need for work and life.

With over 40 years of leadership in the sector the organisation provides a wide range of training and community development programmes across the North East of England.

Springboard is an Investor in People, holds the Matrix Award for IAG and is a Disability Confident Employer.

**Position Summary**

The Clean it Green it Project Officer will work closely with existing services in the Coalfields to promote and develop community engagement in a range of green initiatives. This role will involve the development of an action plan to ensure maximum impact in partnership with Sunderland City Council. Central to this position is the co-ordination of volunteers and activities to address improvements needed across Coalfield community green spaces.

This role is funded by the Sunderland City Council - Neighbourhood Fund.

Specific elements of work for individuals are detailed in the job description below.

**Conditions of Employment**

Position: Clean it Green it Coalfield Project Officer

Responsible to: Springboard Adventure Manager

Salary range: £22612.09- £24496.43

Hours: 37 hours per week

Contract Term: 2-year fixed term

Location: Hetton Lyons Country Park, Hetton. (This role has a peripatetic element due to the needs of project)

Leave: 25 days per annum, subject to local conditions, plus statutory holidays.

All posts will be subject to DBS check. A copy of our Ex Offender recruitment policy and Equal Opportunities policy will be included in the recruitment pack.

The following list of duties and responsibilities must be taken as a guide and is not intended to be comprehensive.

**Job Description**

The Clean it Green it Delivery Officer will work closely with existing services and local stakeholders in the Coalfields including local elected members, Gentoo, Police, TWFRS and HALO project to identify what improvements needed across Coalfield community spaces and develop an action plan to ensure maximum impact. From low level litter picking and community clean up activities to more intense works that require strimmer’s, grass cutters, chippers or rotavators activities will involve volunteer and community days. The delivery officer will engage the local community to foster pride and a feeling of ownership of shared public spaces.

The successful applicant will have a flexible attitude towards community engagement and developing people’s skills through environmental activities and horticulture skills training. Based at HLCP the post holder will manage our equipment bank for use by groups to ensure fair distribution and use by a wide range of groups and volunteers.

The successful applicant will work alongside our other operations, contributing to other Springboard projects and activities. This role is typically four days per week in the Coalfield and one other day working on other similar projects.

**Key responsibilities and accountabilities**

Springboard operates in a demanding and often changing environment. Members of staff must be flexible, adaptable and willing to face up to changing circumstances and new opportunities. This role is a physical, hands on role with a good level of general fitness required. The following list of duties and responsibilities must therefore be taken as a guide and is not to be regarded as fully comprehensive:

* Maintain and develop relationships with local stakeholders and partners to ensure their ongoing support and investment in the project.
* Work with the steering group; partners, elected members and Sunderland City Councils Environmental Services Team to identify an action plan and agree activities.
* Coordinate a range of green activities and a cohort of volunteers supported by our partner Community Opportunities.
* Recording attendance and registering of each participant.
* Manage regular social media updates.
* Adopting and managing agreed shrub beds and open green spaces as well as paths and tracks
* Manage the ‘Green Equipment Bank’ based at HLCP to ensure fair distribution and access to horticultural tools and equipment for community groups and volunteers
* Maintain appropriate, effective records and administration to support project progress reports and quarterly reviews to inform the funder of targets achievements and ensure objectives are met.
* Operate with flexibility around location and project delivery
* Carry out duties in accordance with the Quality Systems and Procedures currently in place throughout the organisation.
* Ensure the operation of efficient and safe environments and perform with due regard for the health, safety and welfare of all within the guidelines of Springboard's Health and Safety Policy
* Promote and support equality and diversity through the charity’s Equal Opportunities Policy
* To undertake other such duties which are commensurate with the post as may be required from time to time, by the Chief Executive or other Springboard Managers.

**PERSON SPECIFICATION**

**Essential**

* Excellent, up to date, knowledge of community engagement
* Proven ability to coordinate and supervise a team of volunteers
* Ability to plan, produce and deliver effective training sessions.
* Excellent time management and organisational skills
* Excellent interpersonal skills including, written and verbal communication, negotiation and team building
* Be able to confidently use Microsoft Office products, in particular, Outlook, Word and Excel as well as Google Chrome and Windows.
* Able to travel to meet the needs of the role

**Desirable Experience and Abilities**

* Recognised qualifications in a horticulture discipline at a minimum of level 2 or equivalent.
* Specific horticulture machine qualifications E.g. Chainsaw, chipper, ATV, Tractor etc.