

JOB VACANCY APRIL 2019

PROJECTS OFFICER

Job description, person specification and conditions of service

To apply for this position, please complete the application form (available for download from <http://www.elgt.org.uk/> or by email/post by contacting Jenni Green on 0131 445 4025 or recruitment@elgt.org.uk)

The deadline for applications is **12noon on Wednesday 1st May**
Interviews will be held on **Tuesday 14th May** at ELGT's offices at Swanston.

ABOUT US:

Edinburgh & Lothians Greenspace Trust (ELGT) is an independent charity which exists to improve open spaces and engage communities with those greenspaces. We deliver a wide range of greenspace improvement projects, including the creation and improvement of parks, biodiversity, allotments, play areas and sports facilities, paths and cycleways, woodlands and business environments.

We work with communities to get them involved in greenspace projects through environmental education, conservation volunteering, therapeutic and physical activity activities in environmental settings, training and skills development. We work with landowners, local authorities, community groups, young people, schools, other charitable organisations, housing associations and all our projects are carried out in partnership with other organisations. Our services include the development of project ideas with communities, raising the necessary funding from a wide range of sources, community consultation and engagement, delivering programmes of activities addressing inequalities, project management and evaluation.

The Trust is a small and friendly organisation led by its Trustees - the Board of Directors made up of representatives from local authorities and key stakeholders. The Chief Executive, supported by a committed staff team of around 12 employees, is responsible for delivering the Trust's key aims and objectives and the day-to-day management of the organisation including ensuring its continued operation.

JOB DESCRIPTION

Job Title:	Projects Officer
Location:	ELGT Office, 109/11 Swanston Road, Edinburgh EH10 7DS
Responsible to:	ELGT Project Programme Manager
Responsible for:	No staff
Status:	Full-time 35hrs/week
Salary:	£25,000 + car allowance + 8% pension contribution
Closing date:	Wednesday 1 st May 2019, 12noon

Overall Purpose:

To contribute towards the implementation of greenspace and green network projects as part of the ELGT annual project programme.

To support the Project Programme Manager in the reporting and evaluating of project delivery.

BACKGROUND:

Edinburgh & Lothians Greenspace Trust works to improve local greenspace for the benefit of local people. Since 1991 we have achieved this through practical environmental and educational projects in partnership with local communities and health-focused initiatives to support more people getting outdoors.

Our projects are designed to benefit people, wildlife, landscape and heritage and to help connect people with their natural environment. As well as working at the heart of local communities, partnership working is critical to our success.

ELGT are an active part of the Edinburgh Biodiversity Partnership helping to deliver the Edinburgh Living Landscape initiative and we contribute to the creation of the Central Scotland Green Network.

KEY ACTIVITIES:

- 1) To assist the Project Programme Manager in the day to day delivery of greenspace and other woodland and green network projects as identified in the Edinburgh & Lothians Greenspace Trust annual work programme.
- 2) Liaise with Local authority officers, landowners, community groups, statutory partners and others to support the implementation of projects.
- 3) To assist in the development of briefs, prepare specifications of work, assess the achievability and viability of design proposals, preparation of tender documents or management plans for woodlands, green active travel routes, play parks and other natural habitats.

- 4) Assist in the management of consultants, contractors and undertake site supervision of on-site delivery and to ensure that surveys, designs, specifications, planning requirements, costing and implementation is undertaken to a high standard and within budgets.
- 5) To connect with existing community green space and community groups interested in improving their local spaces for nature and people through added biodiversity value by advising on the best way of improving each greenspace.
- 6) To assist in securing match funding and relevant additional resources for the implementation of projects (including habitat creation, green active travel routes, new allotment sites, woodland creation and woodland management and other habitat improvements) with the ELGT Fundraising and Communications Manager.
- 7) To contribute and lead on project related consultations with local groups and interested parties.
- 8) To carry out any necessary risk management and health & safety monitoring linked to project delivery and to ensure that any necessary approvals and consents are obtained, that all legal requirements are adhered to and funding contracts and reporting requirements complied with.
- 9) To assist the Project Programme Manager to monitor the development of projects and the overall programme against target timescale, budget and outputs; and prepare regular progress reports for the Management Group to ensure the achievement of targets and continuous improvement, and to monitor budgets, including provision of required information to funding/strategic partners.
- 10) To represent Edinburgh & Lothians Greenspace Trust with stakeholders and with external organisations. The nature of the role will require occasional attendance in the evenings and at weekends.
- 11) Any other related duties and responsibilities as may arise appropriate to the post.

GENERAL DUTIES AND RESPONSIBILITIES

The post holder is expected to undertake all duties and responsibilities in line with current ELGT Policies and Procedures, including those relating to health and safety; equalities, diversity and inclusion; safeguarding procedures; financial instructions; procurement and commissioning.

PERFORMANCE

Agreeing realistic milestones and performance indicators with line manager and management group at the start of the financial year.

Taking a full part in annual, formal performance reviews of progress made against agreed targets.

PERSON SPECIFICATION

	Essential	Desirable
Education / Training	<ul style="list-style-type: none"> Recognised degree/diploma or equivalent in an environmental, woodland or community development related subject. Other degrees/diplomas if allied to a work background in environmental or community development/regeneration A similar level of appropriate knowledge gained from significant practical and related work experience. 	<ul style="list-style-type: none"> Project Management Environmental/Sustainable Development
Relevant Experience	<ul style="list-style-type: none"> Project development and implementation, assisting with contract management and supervision, including health & safety and budgeting Experience of project planning and implementation relating to access construction-based projects, woodland management and creation and other greenspace type projects. Proven experience of working to timescales and delivering projects within budget. Successful working with partners, community groups and individuals to engage with local communities in the delivery of greenspace-type & woodland projects. Experience of assisting with fundraising and making grant applications. Networking and liaison with representatives from public, private and voluntary sectors. 	<ul style="list-style-type: none"> Knowledge of the wide range of policies linked to the greenspace agenda e.g. social inclusion, regeneration, environmental justice and health. Knowledge of promoting and marketing environmental and educational initiatives to communities, schools and businesses. Community development and engagement techniques and organising and participating in initiatives that involve, schools, communities and other groups in 'hands on' conservation activities. Working knowledge of the voluntary sector. Organising and participating at public meetings and events.
Skills and Attributes	<ul style="list-style-type: none"> Excellent interpersonal, verbal and written communication skills. Project planning, organisational and time management skills. Computer literate and experienced with Microsoft Office packages. Confident and courteous manner. Self-starter with ability to work as part of a team. Approachability and ability to enthuse others. 	
Values and Attitudes	<ul style="list-style-type: none"> Commitment to professional standards and quality. Commitment to the benefits of environmental regeneration and community engagement as a means of improving the quality of life and well-being of communities. Commitment to Equal Opportunities and Health & Safety in the workplace. 	
Other	<ul style="list-style-type: none"> Flexibility – some evening and weekend work Full driving licence and access to own car CRB checked post 	

CONDITIONS OF SERVICE

1) FLEXITIME WORKING

- a) **Working week** – 35 hours per week (excluding lunch break)
- b) **Working day** – 8.00am – 6.00pm (flexible hours to be worked within these times)
- c) **Core hours** - 10.00am – 12.00am, 2.00pm – 4.00pm Monday to Thursday
10.00am – 12.00am, 2.00pm – 3.00pm Friday
Some evening and weekend work may be required and the Trust operates a Time Off in Lieu system.
- d) **Lunch break** - minimum 30 minutes to maximum 2 hours, taken between 12.00 and 2.00pm.
- e) **Conditions** - the flexitime scheme operates within the confines of 4 weekly periods of 35-hour working weeks. Any credit/deficit of hours cannot be carried forward to the next period - a maximum of 4 periods of 3½ hours (14 hours) flexitime leave may be taken in any 4 week period with the agreement of the Chief Executive - staff must log in/log out if leaving the building and fill in weekly record sheets.

The scheme does not affect entitlement to time in lieu for evening/weekend meetings or annual holiday leave. The Trust aims to be as flexible as possible and will try to accommodate, wherever possible, individual staff arrangements to cover e.g. family circumstances, study, courses of medical treatment.

2) ANNUAL HOLIDAY ENTITLEMENT

- 27 days within leave year of 1st April to 31st March (pro-rata for part-time employees)
- Plus 6 public holidays
- Plus 3 days to cover period between Christmas and New Year when office is closed

3) PENSION

The Trust runs a qualifying workplace scheme with Royal London with an 8% company contribution and minimum employee contribution of 3%.

The Trust complies with auto-enrolment legislation and will auto-enrol eligible new employees into the pension scheme on their start date with a 3-month postponement period. Full information, including opt-out rights, will be provided on starting with the Trust.

4) CAR MILEAGE ALLOWANCE

As an essential car user an allowance of £80 per month will be applicable in addition to 15p per mile for use of own car.