

## COMMUNITY PROJECT OFFICER

**£24,689 pro rata + 8% pension contribution**

**Permanent Full time, 35 hours per week, will consider 28hrs for the ideal candidate**

**Location: based at ELGT office in Edinburgh, with limited home working as agreed by Head of Operations**

**Closing date: 5.00pm Wednesday 15 December 2021**

**Interview date: 21/22 December 2021**

Due to the increased awareness of the benefits of greenspace ELGT is seeking to appoint a dynamic and enthusiastic additional Community Project Officer to develop and deliver environmental projects as part of the ELGT programme of activities.

The Community Project Officer will develop a programme of woodland activities, conservation activities, community gardening workshops and physical activities in local greenspaces, particularly with young people and associated organisations.

The role will deliver activities and personal support that allow people to get active outdoors.

We are looking for a suitably experienced and enthusiastic self-starter, with an excellent track record of delivering a similar health-based programme of activities using a person-to-person approach and experienced in delivering environmental activities.

To apply for the post, please complete and return an application form **by 5pm on Wednesday 15 December 2021** to [recruitment@elgt.org.uk](mailto:recruitment@elgt.org.uk). CVs will not be accepted.

For a job pack and further information about ELGT, please visit our website at [www.elgt.org.uk](http://www.elgt.org.uk) or contact the Trust at: Edinburgh & Lothians Greenspace Trust, 109/11 Swanston Road, Edinburgh EH10 7DS or email [recruitment@elgt.org.uk](mailto:recruitment@elgt.org.uk).

### About Us:

The **Edinburgh & Lothians Greenspace Trust** is a successful and widely respected independent charity that undertakes community-based environmental projects, working with partners to improve the quality and accessibility of greenspaces in and around Scotland's capital city. We believe that quality local greenspaces can have a positive impact on the health and well-being of individuals, particularly those living in disadvantaged areas.

ELGT generates up to £1.5M annually to fund and manage projects that include the creation and improvement of parks and gardens, woodlands, vacant and derelict land, and cycleways, in addition to delivering programmes of community activities to support healthy living and active travel.



Edinburgh Health and  
Social Care Partnership



## **JOB VACANCY NOVEMBER 2021**

### **COMMUNITY PROJECTS OFFICER**

#### **Job description, person specification and conditions of service**

##### **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 community gardens, biodiversity, parks, 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, physical activity, conservation volunteering, therapeutic 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 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, project management and evaluation.

The Trust is 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 are responsible for delivering the Trust's key aims and objectives, and the day-to-day management of the organisation including ensuring its continued operation.

To apply for this position, please complete the application form (available for download from [www.elgt.org.uk](http://www.elgt.org.uk) and email [recruitment@elgt.org.uk](mailto:recruitment@elgt.org.uk)

The deadline for applications is **5pm on Wednesday 15<sup>th</sup> December 2021** Interviews will be held on **Monday/Tuesday 20/21 December 2021** at ELGT's offices at Swanston.

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Community Projects Officer</b>
<b>Location:</b>	ELGT Office, 109/11 Swanston Road, Edinburgh EH10 7DS
<b>Responsible to:</b>	ELGT Head of Operations
<b>Responsible for:</b>	No staff
<b>Hours:</b>	35 hours per week (28hrs will be considered for the ideal candidate)
<b>Salary:</b>	£24,868 + 8% pension contribution
<b>Closing date:</b>	<b>Wednesday 15<sup>th</sup> December at 5.00pm</b>

---

### OVERALL PURPOSE:

To assist in the development, co-ordination and delivery of ELGT's programme of community engagement and project work, which supports and progresses the strategic aims and objectives of the Edinburgh and Lothians Greenspace Trust.

---

### KEY PERFORMANCE INDICATORS:

- Delivery of an agreed programme of integrated environmental and community project work within the framework of the Trust's Operational Plan.
- Working with groups of CYP (Children and young people) aged 5 – 24 years.
- Assistance with the generation of Trust project income to support the delivery of the project programme.
- Demonstration of effective community engagement and partnership working.

---

### KEY OBJECTIVES:

#### RESPONSIBILITY

1. Work in partnership with Canongate Youth, U-Evolve and Edinburgh Old Town Development Trust to deliver a programme of activities with CYP (Children and Young People) aged 5 -24 years.
2. Work with Trust staff, funding partners, other organisations, community groups and individuals to assist in the delivery of projects and initiatives in order to develop an effective annual work programme.

3. 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.
4. Deliver Branching Out, Forest School, Woodland Activities and Community Gardening activities to a wide range of groups, including schools, youth groups, community groups, etc.
5. Provide ongoing, appropriate support to community groups engaged in environmental action within the Trust's area of operation.
6. Liaise with funding partners, community groups, individuals and other Trust staff to effectively monitor and report on the progress of projects.
7. 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.
8. Ensure that each project is carried out within the operational framework of the Trust and that financial, budgetary, health and safety, quality control and other Trust procedures are met.
9. Ensure that ELGT's Health & Safety policies and procedures are followed, and that project works are implemented in accordance with the relevant statutory requirements.
10. 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**

**Performance of the postholder in relation to this post will be measured by:**

1. Annual targets and performance indicators agreed with the ELGT Head of Service.
2. Regular performance reviews of progress made against agreed targets.
3. The ability of the postholder to liaise and work effectively with the Trust staff and partnership representatives and other community members to develop and monitor work programmes.
4. The expectation that the postholder will promote by example a positive, solution-oriented, team-based approach to the work of the Trust.

## PERSON SPECIFICATION

	Essential	Desirable
<b>Education / Training</b>	<ul style="list-style-type: none"> <li>Recognised degree/diploma or equivalent in an environmental or community development related subject.</li> <li>Other degrees/diplomas if allied to a work background in environmental or community development/regeneration</li> <li>A similar level of appropriate knowledge gained from significant practical and related work experience.</li> </ul>	<ul style="list-style-type: none"> <li>Project Management</li> <li>Environmental/Sustainable Development</li> <li>Branching Out and/or Forest School trained</li> </ul>
<b>Relevant Experience</b>	<ul style="list-style-type: none"> <li>Working with Children and Young people aged 5 – 24 years to support their mental health and well-being.</li> <li>Successful working with partners, community groups and individuals to engage with local communities in the delivery of greenspace-type projects.</li> <li>Community development and engagement techniques, organising and participating in initiatives that involve communities, schools and other groups in 'hands on' environmental activities and environmental education.</li> <li>Project development and implementation, contract management and supervision, including health &amp; safety, budgeting and outcome-based monitoring and reporting.</li> <li>Organising and participating at public meetings and events.</li> <li>Networking and liaison with representatives from public, private and voluntary sectors.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of the wide range of policies linked to the greenspace agenda e.g. social inclusion, regeneration, environmental justice and health.</li> <li>Knowledge of promoting and marketing environmental and educational initiatives to communities, schools and businesses.</li> <li>Working knowledge of the voluntary sector.</li> <li>Knowledge of relevant national and local environmental policies and legislative framework.</li> <li>Developing and organising Forest School and Branching Out programmes.</li> <li>Developing and delivery of community gardens and associated activities.</li> </ul>
<b>Skills and Attributes</b>	<ul style="list-style-type: none"> <li>Excellent interpersonal, verbal and written communication skills.</li> <li>Project planning, organisational and time management skills.</li> <li>Computer literate and experienced with Microsoft Office packages.</li> <li>Confident and courteous manner.</li> <li>Self-starter with ability to work as part of a team.</li> <li>Approachability and ability to enthuse others.</li> </ul>	

## Edinburgh & Lothians Greenspace Trust

109/11 Swanston Road, Edinburgh EH10 7DS

www.elgt.org.uk 0131 445 4025



<b>Values and Attitudes</b>	<ul style="list-style-type: none"><li>• Commitment to professional standards and quality.</li><li>• Commitment to the benefits of environmental regeneration and community engagement as a means of improving the quality of life and well-being of communities.</li><li>• Commitment to Equal Opportunities and Health &amp; Safety in the workplace.</li></ul>
<b>Other</b>	<ul style="list-style-type: none"><li>• Flexibility – some evening and weekend work</li><li>• Full driving licence and access to own car</li><li>• PVG Scheme checks will be carried out</li></ul>

## CONDITIONS OF SERVICE

### 1) FLEXITIME WORKING

- a) **Working week** - 35 hours per week (excluding lunch break)
- b) **Working day** – 8.00am – 6.00pm
- c) **Core hours** - 10.00am – 12.00am, 2.00pm – 4.00pm Monday to Thursday  
10.00am – 12.00am, 2.00pm – 3.00pm Friday
- d) **Lunch break** - minimum 30 minutes to maximum 2 hours, taken between 12.00 and 2.00pm.
- e) **Conditions** - the scheme will operate 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 1<sup>st</sup> April to 31<sup>st</sup> March – Pro-rata for Part-time.
- 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 £0.45 per mile for use of own car. A work place van is available for use.