

GREENSPACE & HEALTH 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 has created an additional Greenspace & Health Project Officer post to contribute towards the delivery of the Thrive Physical Activity in Greenspaces programme.

The Thrive Project is a collective between ELGT, Edinburgh Leisure, Cyrenians and SAMH to deliver activities and personal support that allow people to get active outdoors. It will provide a range of meaningful group activities that include walking and jogging groups, and conservation activities.

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 evaluation and reporting on similar projects addressing health and wellbeing outcomes.

To apply for the post, please complete and return an application form **by 5pm on Wednesday 15 December 2021** to 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 or contact the Trust at: Edinburgh & Lothians Greenspace Trust, 109/11 Swanston Road, Edinburgh EH10 7DS or email 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**



GREENSPACE & HEALTH PROJECT OFFICER JOB DESCRIPTION

Post: Greenspace & Health Project Officer

Responsible to: Head of Operations

Responsible for: No staff

Overall Purpose: Reporting to the Head of Operations and working with colleagues to assist in the co-ordination and delivery of Thrive Physical Activity in Greenspaces.

Development and delivery of physical activity and conservation activities in greenspaces such as walking and jogging groups, woodland activities (incl. Branching Out), and conservation work.

Key Performance Indicators:

- Delivery of an agreed programme of Thrive physical activity in greenspaces.
 - Assistance with the development and coordination of the Thrive physical activity in greenspaces programme.
 - Leading physical activities as part of Thrive programme
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Key Responsibilities:

Thrive Physical Activities & Greenspaces Programme

1. With the Head of Operations, take responsibility for delivery of the Thrive Physical Activity in Greenspaces project work programme of the Trust.
2. Assist with collection and provision of information and feedback against key performance indicators and outcomes to the Greenspace & Health Manager for reporting to funders and partners.
3. Liaise with Trust staff, partners, other organisations, and individuals to identify and develop suitable sites and areas of activity for the Thrive programme of work.

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4. Promotion of the full range of activities to The Thrive Welcome Teams and other referring partners, to ensure that people are choosing the right project for them, including the targeting, or adapting activities to enable underrepresented groups to get involved.
5. Through person-centred conversations with participants, alongside their Thrive Plans developed with the Welcome Teams, seek to understand their interests, find out what they would like to do, identify the barriers they need to overcome and provide relevant support to attend ELGT activities.
6. Delivery of physical activities and, where necessary, work with external representatives to undertake activities as part of the Thrive project. These will be a range of meaningful group activities that include walking and jogging groups, conservation activities and community gardens.
7. Assist the Head of Operations with programming the ELGT activities to ensure the success of the Thrive project.

General

8. Ensure that the Trust's Health & Safety Policies are followed, and that works are implemented in accordance with Scottish & Local Government guidance, relevant statutory requirements, and other relevant infection control requirements.
9. 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.
10. Help promote the concept of physical activities in greenspaces and assist in promoting the work of the Trust to maximise PR benefits and to provide assistance, information, and advice to the general public.
11. Any other related duties and responsibilities as may arise appropriate to the post.

Performance Measures

1. Delivery of agreed Thrive Project Programme the Head of Operations.
2. To participate as necessary in regular performance reviews of progress made against agreed targets.
3. Assisting the Head of Operations in monitoring the Thrive project.

**GREENSPACE & HEALTH PROJECT OFFICER
PERSON SPECIFICATION**

Qualifications & Work Experience	Essential	Desirable
Educated to HND/degree level in a Health or Environmental/Conservation related qualification, or extensive related work experience.	√	
Relevant work experience in delivering physical activity and conservation activities in greenspaces.	√	
Physical activity (walking group/jogging etc) leader trained.	√	
Branching Out leader trained.		√
Experience of providing person to person support to individuals with a mental health focus.	√	
Proven successful development and management of similar programmes of work with a physical activity and mental health focus.		√
Experience of monitoring, evaluation and reporting on similar projects addressing health and wellbeing outcomes, particularly from those with mental health concerns.		√
Experience in outcome-based project evaluation and case studies.		√
Experience of working in areas of disadvantage.		√
Skills		
Self-motivated, flexible, and well organised, you will be able to demonstrate experience of prioritising and meeting targets to tight deadlines. You will have a positive approach and be able to work independently and remotely.	√	
Knowledge/Understanding of community engagement and active participation techniques.	√	
Excellent written communication and verbal presentation skills.	√	
Experience of using a range of media platforms to engage effectively with target audiences.	√	
Experience in working with local community health initiatives.		√
Ability to deliver multiple activities simultaneously and prioritise a demanding workload.	√	
Excellent organisational and time management skills with a systematic approach to work and the ability to meet tight deadlines.	√	
Strong IT skills, including MS Office applications.	√	
Personal Qualities		
Ability to develop and maintain effective collaborative relationships with stakeholders, communities, and individuals.	√	
Ability to demonstrate a willingness to develop your own skills and help develop those around you.	√	
A commitment to the charitable/social enterprise sector.	√	
A passion for the environment and community well-being.	√	
A proactive and "can do" attitude with the motivation to succeed and to work effectively as part of a close-knit team.	√	
Considerate and respectful attitude towards all people you are in contact with.	√	
Other		
Post holder must have a full current driving license.	√	

GREENSPACE & HEALTH PROJECT OFFICER CONDITIONS OF SERVICE

1) FLEXITIME WORKING

- a) **Working week** – 35/28 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 occasionally 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. Full information, including opt-out rights, will be provided on starting with the Trust.