



European Union

European Structural
and Investment Funds



**Lancashire,
Manchester &
N Merseyside**

JOB DESCRIPTION

IDENTIFICATION OF POST

Job title: Myplace Trainee Placement (x3 - Preston, Chorley & East Lancashire)

Responsible to: Myplace Project Officer / Volunteer Coordinator

Responsible for: Volunteers

PURPOSE OF POST

This post is part of the Myplace project, which is funded by ESIF and The Big Lottery Fund and which aims to provide environmental volunteering opportunities for people who are facing multiple disadvantages, thereby increasing their skills and confidence that will support progression into further skills development or employment. The post holder will focus upon supporting the delivery of the practical sessions, personal development of participants during sessions and helping recruiting and working with specific audiences.

Target participants will include women, older people, ethnic minorities, people with disabilities and young people.

By the end of Myplace, 555 participants classed as either unemployed or inactive will have been engaged. Positive results include 105 participants leaving into education or training, and 63 leaving into employment, with 100 participants in employment 6 months after leaving.

Main Responsibilities:

- Assist with the co-ordination and delivery of weekly sessions that help plan activities.
- Support with project evaluation and the personal development of participants.
- Support project officer to actively recruit and run taster sessions to ensure a full team of participants
- Assisting participants in their journey to improved wellbeing, employability and increased confidence.
- Identify, organise and attend local events to help recruit participants and volunteers
- Assist in co-ordination and delivery of celebration events
- To have due regard for health, safety and welfare
- To undertake any other duties and responsibilities consistent with the objectives of the post and in support of the Nature and Wellbeing Department.

JOB SPECIFICATION

1. To work closely with the Myplace Project Officers to plan and facilitate weekly practical sessions across Central, West and East Lancashire.
2. Work closely with whole MyPlace team, Education Team, Lancashire Care Foundation Trust and volunteers within The Wildlife Trust
3. Assist and support all aspect of project evaluation including completion of Workstar, John Muir Awards, AQA's and questionnaires.



4. Supporting participants during practical sessions who may be facing multiple disadvantages and struggling with wellbeing.
5. Identifying community events for project promotion and recruitment and networking.
6. Organise and deliver successful community events.
7. Liaise regularly with a range of contacts when required to facilitate effective recruitment of target groups, including:
 - Members of the public, community groups and organisations
 - Local media
 - Local Authority officers and staff
 - Wildlife Trust officers and staff
 - Funding agencies
8. To ensure that all Health and Safety legislation and guidelines, Safeguarding Policies and Information Governance Policy are adhered to, as part of the overall provision of ensuring a safe environment for site users.
9. To ensure all hub based activities are fully accessible and inclusive where practicable, and comply with the Equal Opportunities Policy.
10. To be responsible for the health and safety of volunteers, surveyors and contractors when working on site in accordance with the Health and Safety at Work Act 1974, and the Wildlife Trust's Health and Safety Policy, and ensure that all health and safety legislation and guidelines are adhered to.

In order for the organisation to work effectively, you may be required to assist with other areas of work and therefore, you should be prepared to undertake other duties appropriate to the post, as delegated by your line manager.

PERSON SPECIFICATION

POST TITLE MyPlace Trainee Placement

FUNCTION This post will specifically support recruitment of our target audiences and support hub activities.

This section details the experience, skills, knowledge and personal qualities required for the post.

Experience	Essential	Desirable
Experience working within a recognised conservation agency in a voluntary or professional capacity		✓
Working alongside volunteers		✓
Supporting events or meetings		✓
Promoting activities		✓
Coordinating, delivering and completing practical tasks		✓
Knowledge	Essential	Desirable
Local community greenspaces		✓
Environmental issues	✓	
Local community groups		✓
Monitoring and Evaluation of tasks		✓



Skills		
Good communicator, both verbally and in writing, to a wide range of audiences	✓	
Organise and prioritise work effectively,	✓	
Personal qualities		
Ability to maintain high levels of enthusiasm and self motivation	✓	
Ability to inspire others		✓
Ability to work well as part of a team	✓	
Ability to be flexible and respond to changing situations and opportunities	✓	
Tact and diplomacy		✓

GENERAL TERMS AND CONDITIONS

- Salary:** National Minimum Wage / National Living Wage
- Pension:** The Trust contributes to the NEST pension scheme. Full details will be provided.
- Hours of Work:** Part time hours - 30 hours per week. Overtime is not paid but time off in lieu may be taken, where appropriate. The specific working pattern will be arranged with the line manager.
- Travel:** This position will require travel throughout Lancashire and North Merseyside and therefore a full driving license is essential.
- Duration of post:** The post will be offered on a 12 month fixed term basis. All new employees undertake a probationary period of 6 months, in which time they are expected to demonstrate their suitability for the post.
- Annual Leave:** An entitlement of 25 days per annum (pro-rata) plus 3 occasional days (pro-rata) which are granted at the discretion of the Trust. There is also a pro-rata entitlement to Bank Holidays per year.
- Place of work:** One role will be based at **East Lancashire Office**, Burnley, BB11 3BT with a further two roles being based at **Brockholes Nature Reserve**, Preston, PR5 0AG.
- Other:** All staff are required to abide by the organisation's policies and procedures. The Wildlife Trust is an equal opportunities employer and is positive about those individuals covered by the Equality Act 2010.
- Closing Date for applications:** Monday 22nd October 2018
- Interview date:** Tuesday 6th November 2018

To apply for this position you are required to complete an Application Form which can be downloaded from our Website: www.lancswt/jobs.org.uk

Completed applications should be returned to: applications@lancswt.org.uk OR The HR Department, The Wildlife Trust for Lancashire, Manchester and North Merseyside The Barn, Berkeley Drive, Bamber Bridge, Preston PR5 6BY.



Criteria Common to All Job Descriptions:

A Job Description sets out the purpose of the job, where it fits into the Trust's structure, the context within which the job holder functions and the principal accountabilities of job holders, or the main tasks they have to carry out. It is not a definitive work plan. This document is intended to provide guidance on the scope and function of the job.

Equal Opportunities Statement:

All employees are required to adhere to and promote the principles and operation of the Trust's policies on equalities, to ensure that services provided are relevant to ethnically diverse communities and other disadvantaged groups in the area.

Health and Safety Statement:

All employees are required to ensure that all duties and responsibilities are discharged in accordance with the Trust's Health and Safety at Work Policy and the Health and Safety File. They should take reasonable care for their own Health and Safety and that of others who may be affected by what they do or do not do. Staff should correctly use work items provided by the Trust including personal protective equipment in accordance with training or insurance. All members of Trust staff are responsible for informing their line managers of any potential gaps in the current Trust Policy. All employees are responsible for ensuring that Health and Safety Policy is up to date and continuously reviewed and evaluated.

Performance Review:

All employees will participate in the Trust's Performance Review process. The process aims to ensure that performance standards/targets are jointly agreed between employees and line managers and are achieved within agreed time scales. Failure to maintain an appropriate standard indicated by management can result in Capability proceedings being taken.

Commensurate Statement:

At times, the Post holder will be required to undertake other duties and responsibilities of a similar level and nature in order to support workload peaks and resources and skill shortages, ensuring priorities are met. This will be sensitive to available resources and individual skills and will generally be within the same area.

Adherence to Staff Handbook, Policies and Procedures:

The Trust is a large, diverse charitable organisation and as such needs to ensure that all employees are aware of their obligations to and from the organisation. These are clearly defined in the Staff handbook, the Intranet and in the policies and procedures adopted by Council as part of the Trust's governance. All Employees have an obligation to read and understand these policies, especially those that are pertinent to this role.