

JOB DESCRIPTION



Lancashire,
Manchester &
N Merseyside

1. IDENTIFICATION OF POST

Post Title:	Carbon Landscape Trainee Placement
Responsible To:	Carbon Landscape Placement Coordinator
Responsible For:	Volunteers and participants

2. PURPOSE OF POST

The aim of the Carbon Landscape Trainees is to allow local people the opportunity to learn traditional conservation management and general project management skills whilst undertaking a paid placement in Environmental Conservation. Each trainee will participate in practical on site conservation work, support volunteers and recruiting, support local community groups, engage with the general public, attend events/conferences, participate in surveys and produce reports, in conjunction with the Carbon Landscape Project Aims. Each trainee will then produce a portfolio demonstrating their new skills and a personal project report.

3. MAIN RESPONSIBILITIES

1. To carry out at least one personal project report of their chosen subject. A portfolio of their placement will also need to be completed.
2. To support the coordination and delivery of conservation work days on the reserves.
3. To contribute to the delivery of the communication plan by promoting achievements, events and activities through social media, blogs, websites, networks and newsletters.
4. To support local community groups by coordinating practical activities and delivering events and training.
5. To support volunteer coordination and recruitment, including inductions and training for future trainees.
6. To support a range of activities and events from the Carbon Landscape programme of events.
7. To organise and deliver a 'train the trainer', or knowledge sharing event.
8. To secure contract funding and deliver contract funded activities.
9. To attend conferences, meetings and seminars agreed through the personal development plan.

10. To attend AQA's and any training course either external or internal agreed through the personal development plan
11. To participate with local wildlife site surveys including species and habitats.
12. To undertake any other duties and responsibilities in conjunction with objectives of the post and in support of the Carbon Landscape Team.
13. To have a due regard of health, safety and welfare.

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

JOB TITLE: Carbon Landscape Trainee Placement

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

Experience	Essential	Desirable
Proven interest in the environment.	√	
Practical conservation task days carried out with recognised conservation agency in a voluntary or professional capacity.		√
Working alongside other volunteers.		√
Supporting events or meetings.		√
Promoting events or activities.		√
Working alongside community groups.		√
Produce reports.		√
Project management.		√
Working within a partnership.		√
Knowledge	Essential	Desirable
UK Wildlife fauna and flora.	√	
Local community/naturalist groups.		√
Local community greenspaces.		√
Environmental issues and legislation.		√
Evaluation techniques		√
Skills	Essential	Desirable
Good communication, both verbally and in writing to a wide range of audiences.	√	
Good IT skills.	√	
Focus on tasks. Seeing them through from conception to completion.		√
Organising and prioritising work efficiently, often to tight deadlines and monitoring outcomes.		√
Personal Qualities	Essential	Desirable
Ability to work well using your own initiative and co-operatively as part of a team.	√	
Ability to sustain high levels of enthusiasm and self-motivation.	√	

Ability to inspire others.		✓
Ability to work under pressure, be flexible and respond to changing situations and opportunities.		✓
A strong affinity with wildlife and habitats, especially in urban areas.		✓

GENERAL TERMS AND CONDITIONS

Salary:	National Minimum 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 (Flexible work arrangements, subject to agreement). Overtime is not paid but time off in lieu may be taken, where appropriate. In addition, personal study time of a maximum of 7 hours per week will be encouraged. The specific working pattern will be arranged with the line manager.
Travel:	This position will require travel throughout Great Manchester, Warrington and Merseyside. A driving licence and access to a car with business insurance cover is not essential but trainees will be encouraged to attain a full driving licence by the end of their placements.
Duration of post:	The post will be offered on a 12 months 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:	Worsley Mesnes Stores, Worsley Mesnes Drive, Wigan WN3 5UF
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:	Sunday 24th February 2019
Interview Date:	Tuesday 5th & Wednesday 6th March 2019

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.