



Lancashire,  
Manchester &  
N Merseyside

## JOB DESCRIPTION

### 1. IDENTIFICATION OF POST

**Post Title:** School Grounds Assistant Project Officer

**Function:** To support the work of the School Grounds Team. Delivering high quality grounds work and development in schools, LWT reserves and other green spaces.

**Responsible To:** School Grounds Project Officer

### 2. PURPOSE OF POST

To support the delivery of high quality school ground works. To occasionally liaise with clients and suppliers. To work within a budget. To work within all safety protocols.

### 3. MAIN RESPONSIBILITIES

1. To assist with the design of school grounds, working with school grounds officers, teachers, contracts managers and designers.
2. Carry out landscaping and practical conservation tasks at a variety of locations.
3. Operate machinery and equipment according to training and instruction received.
4. Undergo training appropriate to the post and consistent with the operational needs of the team.
5. To assist in the delivery of the agreed design, within budget and timescale whilst upholding all Health and Safety policies (CDM, RoSPA).
6. To assist in the marketing and promotion of School grounds and education activities across the region.
7. To assist in the maintenance of classroom and outdoor teaching spaces to support educational visits, likely to involve some weekend work.
8. To support the School Grounds/Woodland Oases Project Officers with the delivery of volunteer groups.
9. To follow Trust guidelines for the health, safety and welfare of children.
10. To undertake any other duties as may occasionally be decided by the management.

### POST SPECIFICATION

The post holder will be expected to:

1. Work closely with the Education Coordinator, School Grounds Project Officer and other staff within the School Grounds, wider Education Team and across the Wildlife Trust.
2. Work closely with clients to establish and maintain positive working relationships; contribute towards securing further work as well as working closely with partners and schools on writing quotes to ensure continuation of the role.

3. Support the Education team in publicising projects (School grounds, Forest School, Education and the Young Lancashire Project), which may include attending networking events.
4. Be requested on occasions to contribute to other activities of the Wildlife Trust.
5. Abide by all of the Wildlife Trust's organisational policies and procedures.
6. To ensure that all Health and safety legislation and guidelines are adhered to, as part of the overall provision of a safe environment for site users.
7. To ensure all activities are fully accessible and inclusive where practicable, and comply with the Equal Opportunities Policy
8. 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.

This job description serves to illustrate the type and scope of the duties currently required for the above post and to provide an indication of the required level of responsibility. It is not a comprehensive or exclusive list and duties may be varied from time to time, they will not however change the general character of the job or the level of responsibility entailed.

## PERSON SPECIFICATION

**JOB TITLE:** Assistant Project Officer (School Grounds)  
**FUNCTION:** To support the delivery of high quality school ground works including ground and path work. To occasionally liaise with clients and suppliers. To work within a budget. To work within all safety protocols.

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

Experience	Essential	Desirable
Experience of practical conservation, landscape work or small construction projects	✓	
Experience of operating site machinery e.g. excavator, dumper truck, brushcutter, chainsaw, chipper		✓
Liaising with clients or partners		✓

Knowledge	Essential	Desirable
Up to date knowledge of current health and safety practices	✓	
Knowledge of basic conservation management and landscaping techniques		✓
Relevant vocational qualifications		✓

Skills	Essential	Desirable
Practical conservation and landscaping skills	✓	
Ability to work within a team	✓	
Operating licences for site machinery eg excavator, dumper truck, brushcutter, chainsaw		✓
Ability to work under the pressure of a full work schedule	✓	
Good general IT skills		✓
A full UK driving license with access to vehicle with full business insurance cover		✓

Personal Qualities	Essential	Desirable
Commitment and enthusiasm for nature conservation	✓	
Commitment to maintaining a clean workspace and consideration for use of communal resources	✓	
Self-disciplined and confidence in own abilities	✓	
A pleasant disposition and a good sense of humour	✓	
A positive and mature approach to others	✓	
Ability to use tact and diplomacy when needed	✓	
A commitment to Equal Opportunities	✓	
A commitment to a physically demanding role	✓	

## GENERAL TERMS AND CONDITIONS

**Salary:** £19,380 per annum

**Pension:** The Trust contributes to the NEST Pension Scheme. Full details will be provided.

**DBS Disclosure** Because this work involves contact with young people or vulnerable adults, the successful applicant will be asked to give consent to a criminal records check ('Enhanced Disclosure' in England and Wales) being sought.

**Hours of Work:** Full time - 37.5 hours per week. Overtime is not paid but time off in lieu may be taken, where appropriate, as the post will involve some evening and weekend work.

**Duration of post:** 12 months initially, continuation is dependent on securing funding

**Holidays:** 25 days, plus 3 occasional days per annum (pro rata)

**Place of work:** Brockholes Nature Reserve, Preston New Road, Samlesbury, Preston, PR5 6BY

**Closing Date for****Applications:** Monday 4<sup>th</sup> February 2019**Proposed Interview:** Week commencing 11<sup>th</sup> February 2019**Other:** The Wildlife Trust operates a no smoking policy at all its offices. The Wildlife Trust is an equal opportunities employer and is positive about the disabled.

Due to the high cost of postage and our Trust policy to be environmentally friendly, we do not send acknowledgements for applications or letters to unsuccessful applicants. If you have not heard from the Trust within three weeks of the closing date, please assume your application has been unsuccessful.

Thank you for your interest in working for the Wildlife Trust for Lancashire, Manchester and North Merseyside. We look forward to receiving your application.

**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.