



Lancashire,  
Manchester &  
N Merseyside

# JOB DESCRIPTION

## 1. IDENTIFICATION OF POST

**Post Title:** School Grounds Project Officer

**Function:** Work alongside other School Grounds Officers to deliver quality school ground works; liaising with clients and suppliers and working within a budget. To work within all safety protocols.

**Responsible To:** Education Coordinator

**Responsible For:** School Grounds Assistant Project Officer, School Grounds Placements and Volunteers

**2. PURPOSE OF POST** To deliver high quality school grounds work, occasionally lead volunteer practical conservation groups

## 3. MAIN RESPONSIBILITIES

1. To lead on the design of school grounds by working with clients, contract managers and the school grounds team
2. To liaise with the LWT contracts team when delivering large scale projects.
3. To deliver the agreed design within budget and timescale whilst upholding all Health and Safety policies (CDM, RoSPA).
4. Liaise with schools and other clients; maintain positive working relationships with the view to secure further work. Provide accurate and realistic quotes and timeframes for works.
5. Work closely with colleagues, partners and schools on writing funding applications to ensure continuation of the role.
6. Occasionally lead (prepare and deliver) weekly volunteering sessions.
7. To support the Education Coordinator in the management of the school grounds team budgets, delivery and decision making.
8. To assist in the marketing and promotion of School grounds, Education Services and other projects across the region.
9. To follow Trust guidelines for the health, safety and welfare of children visiting the centre.
10. To undertake any other duties as may occasionally be decided by the management.

## POST SPECIFICATION



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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 schools to establish and maintain positive working relationships; secure further work as well as working closely with partners and schools on writing funding applications and quotes to ensure continuation of the role.
3. Liaise with clients regularly to ensure the project runs efficiently.
4. Support the Education team in publicizing projects (School grounds, Forest School, Education and the Young Lancashire Project), which may include attending networking events.
5. Report outcomes of the project to the Education Coordinator.
6. Support the Woodland Oasis Project Officer in building a volunteer work force bank through young person volunteering Dirtworks and Mudpack.
7. Be requested on occasions to contribute to other activities of the Wildlife Trust.
8. Abide by all of the Wildlife Trust's organizational policies and procedures.
9. 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.
10. To ensure all activities are fully accessible and inclusive where practicable, and comply with the Equal Opportunities Policy
11. 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

<b>JOB TITLE:</b>	School Grounds Project Officer
<b>FUNCTION:</b>	Work alongside other School Grounds Officers to deliver quality school ground works; liaising with clients and suppliers and working within a budget. To work within all safety protocols. Coordinate regular volunteer groups.

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

Experience	Essential	Desirable
Substantial experience of working in a suitable practical environment (i.e. Joinery, Construction)	✓	
Delivering ground works (postcrete and cement)	✓	
Planning and delivering small construction projects e.g. Joinery	✓	
Liaising with clients or partners		✓
Experience of operating site machinery e.g. excavator, dumper truck, brushcutter, chainsaw, chipper		✓
Managing a budget and personal calendar		✓

Knowledge	Essential	Desirable
Up to date knowledge of current health and safety practices	✓	
Up to date knowledge on correct tool use and PPE	✓	
Up to date knowledge of leading volunteer groups		✓
Knowledge of basic conservation management and landscaping techniques		✓
Ability to drive a digger/dumper/tractor		✓

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

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



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## GENERAL TERMS AND CONDITIONS

<b>Salary:</b>	£22,625.00 per annum
<b>Pension:</b>	The Trust contributes to the NEST Pension Scheme. Full details will be provided.
<b>CRB Disclosure</b>	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.
<b>Hours of Work:</b>	37.5 hours per week. Overtime is not paid but time off in lieu may be taken, where appropriate, as the post may involve some evening or weekend working.
<b>Duration of post:</b>	3 years initially, continuation is dependent on securing funding
<b>Holidays:</b>	25 days, plus 3 occasional days per annum (pro rata)
<b>Place of work:</b>	Brockholes Nature Reserve, Preston New Road, Samlesbury, Preston, PR5 6BY
<b>Closing Date for Applications:</b>	Monday 28 <sup>th</sup> January 2019
<b>Proposed Interview</b>	Week commencing 4 <sup>th</sup> February 2019
<b>Other:</b>	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.





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**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.