



## JOB DESCRIPTION

<b>Post Title:</b>	Environmental Project Officer
<b>Grade/Salary:</b>	£21,479 to £23,556 Grade 4 (pro-rata) Plus 3% pension contribution
<b>Contract:</b>	2 year temporary contract (with potential for extension)
<b>Working Hours:</b>	30 hours per week (with potential to increase to 37 hours)
<b>Area:</b>	Project delivery
<b>Job Purpose:</b>	To implement access and environmental improvement works in conjunction with a team of volunteers and trainees, involving the local community and appropriate partners and landowners in its delivery, liaising with the Project Manager and other officers.
<b>Job Information:</b>	The terms and conditions for this post are those as agreed by the Management Committee and are outlined in the Contract of Employment. These may be amended as a result of local negotiations.
<b>Reporting to:</b>	Project Manager

## **1. Role Within Context of The Organisation**

The officer will act as a focal point for the administrative support of the works of the Steel Valley Project in the project area in north Sheffield. The objectives of the Project include:

- Managing habitats for the benefit of wildlife, people, landscape and historical value
- Encouraging access to the countryside and open green spaces
- Developing and delivering environmental education projects
- Involving individuals and the wider community in understanding and caring for the environment, including training opportunities in countryside management and conservation skills

## **2. Main Duties**

Under the guidance of the Project Manager, the Environmental Project Officer should act as a focal point for delivery of the Steel Valley Project. This will require you to:

- Assist the Project Manager to identify and plan the programme for access and environmental improvement works, involving appropriate implementation agencies for its delivery.
- Manage agreed budgets with support from the Project Manager & Business Support Officer and produce job quotes in liaison with partners & landowners.
- Research and apply for small funding grants with support from the Project Manager & Business Support Officer, to facilitate SVP projects.
- Implement the development of trails, countryside access projects and other environmental improvement works including greenspace and habitat management through the support of volunteers, trainees, community groups, partners & landowners.
- Recruit and manage teams of volunteers, giving them support & supervision, working with the Project Manager to develop a programme of training for volunteers, trainees and community groups.
- Deliver work in accordance with office systems and develop volunteer systems with support from the Project Manager.
- Develop & deliver SVP procedures, working with external agencies to comply with legal obligations and ongoing changes in best practice, including: DBS, environmental permits, COSHH, PUWER, Health & Safety and GDPR.
- Work with other members of the SVP staff team to collaborate on projects, run events, maintain normal delivery of services and cover absences.
- Procure and maintain tools & equipment, ensuring health & safety, security and monitoring procedures are adhered to.

- Provide material for interpretation, briefings, publications, website, social media and press releases, and represent SVP when communicating with partners, community groups and funders.
- Plan and deliver community events in collaboration with other staff and community groups.
- Plan and deliver interpretative and educational activities as agreed with the Project Manager.
- Collate annual statistical monitoring data as required by partners and funders and keep up-to-date information on success stories & case studies for projects delivered by SVP.
- Provide administrative assistance to other team members as required.
- Any other duties and responsibilities as may arise.

All duties and responsibilities should be carried out in accordance with the agreed policies and procedures of the Steel Valley Project.