



ROLE DESCRIPTION

Job Title:	GREEN TEAM ASSISTANT SUPERVISOR (GRCF)
Responsible to:	Green Team Supervisor
Responsible for:	Trainees, volunteers
Location:	South Tyneside

JOB SUMMARY

Supporting the delivery of employment training and community volunteering schemes focusing on practical conservation and environmental renewal in local parks and greenspaces.

Working alongside unemployed people and the wider community to deliver local environmental improvements whilst helping to develop skills and employability amongst participants. Each project focuses on delivering practical work on a range of local environmental regeneration projects that improve quality of life for local communities, working with trainees and volunteers.

This role is supported by The Green Recovery Challenge Fund. The Green Recovery Challenge Fund is funded by Defra and is being delivered by The National Lottery Heritage Fund in partnership with Natural England and the Environment Agency.

MAIN DUTIES

- Support environmental improvement schemes in local urban areas, focusing on a 'green recovery', including site improvement and conservation activities which link to global environmental issues.
- Implementation of practical woodland management tasks.

- Support a team of volunteers and trainees, undertaking conservation activities and environmental renewal schemes while meeting training objectives.
- Support volunteers and trainees to become more employable and to support their onward career progression
- Support training delivery focusing on employability, health & safety, environmental sustainability, and career progression routes in the green economy.
- Update monitoring and evaluation systems that record volunteer and trainee outcomes.

Personal Development and Training:

- Undertake training and development, including a bespoke programme of carbon literacy training designed to link practical site-based activities to global environmental issues
- Please note: Appointment to this post is subject to an enhanced DBS check, in line with Groundwork's Safer Recruitment policy

Other Responsibilities:

- The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties that may be required from time to time within the general scope of the post.
- The post holder is required to carry out the duties in accordance with the company's Equal Opportunities Policies
- A commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults, and reporting any concerns.
- To be aware of, and comply with, all measures to support our environmental standard ISO14001
- To be aware of, and fully comply with all areas of Information Security in particular the GDPR (General Data Protection Regulations) 2018

Person specification: Green Team Assistant Supervisor (GRCF)

Specification	Essential	Desirable
Qualifications		
• Valid driving licence	X	
• Community/ youth or environmental/ regeneration qualification		X
• First Aid training		X
Experience		
• Practical experience of landscaping/ conservation work	X	
• Teaching and facilitating skills in conservation activities and/ or landscaping		X
• Delivering projects with communities	X	
Skills		
• Working with volunteers (including young people)	X	
• Effective communication and social skills	X	
• Work on own initiative and as part of a team	X	
• Flexibility – able to adapt to changing circumstances	X	
• Practical landscaping and conservation skills	X	
• IT, including MS Word, Excel, email and internet	X	
Knowledge		
• Understanding and interest in local and global environmental issues	X	
• Understanding of issues facing unemployed people	X	
• Awareness of issues facing communities in South Tyneside		X