**JOB DESCRIPTION**

**Adult & Community Based Services**

**JOB TITLE:** PROJECTS OFFICER (Parks and Open Spaces)

**DIVISION:**  Heritage and Countryside

**GRADE:** Band 10

**RESPONSIBLE TO :** Cemeteries and Crematorium Team Leader

**POST REFERENCE** 107670

**Purpose of Post**

To support the efficient and effective delivery of place based plans for parks and open spaces across Hartlepool.

**Key relationships**

* Reports to the Cemeteries and Crematorium Team Leader
* Liaises with Operations Division and Leisure, Recreation and Participation

**Main Duties & Responsibilities**

1. Develop and support the delivery of place based plans for parks and open spaces, including recreation grounds, across Hartlepool.
2. Consult with officers, community groups and amenity organisations on a regular basis to ensure that their requirements are reflected within the place based plans.
3. Keep up to date with relevant legislation and identify best practice to feed into the place based plans.
4. Collect and analyse data in order to develop management programmes for specific sites creating work schedules tailored to current needs.
5. Regularly monitor, evaluate and report the impact of the place based plans.
6. Work with officers to increase opportunities for volunteering.
7. Provide support and guidance to ‘Friends of’ groups and other community organisations to ensure that their work complements and / or delivers the place based plans.
8. Provide a key point of contact for parks and open spaces in order to provide advice, guidance, and where necessary co-ordination on,
* volunteering opportunities,
* activities, and
* communication.
1. Liaise with Council Services, and external organisations, including voluntary groups, to develop a programme of activities for parks and open spaces.
2. Maximize the availability of all funding sources, including gaining external funding, to enhance service delivery within parks and open spaces.
3. To develop and promote effective working relationships with all key project stakeholders that have an interest in parks and open spaces.
4. Any other duties of a related nature which might reasonably be required or allocated by the Cemeteries and Crematorium Team Leader.

Changes

Over time Council services change and develop. This can impact upon the main duties and responsibilities of the role, and subsequently the post holder, who will be required to adapt. Any changes will be appropriate to the grading of the post and will be made in discussion with the post holder.

Date: 14th April 2021

**HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES THEN A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.**