
JOB DESCRIPTION

JOB TITLE	Project Officer – Green Exercise
SALARY	£17316 - £20500
REPORTS TO	Programme Lead - Communities
LOCATION	South and North Tyneside
TERMS & CONDITIONS	37 hours a week with occasional evening and weekend work

JOB SUMMARY

Groundwork South and North Tyneside's priorities are to strengthen and grow our existing services by delivering long term programmes that meet the needs of our stakeholders, whilst also undertaking a period of development to allow the business to grow in terms of finances and capacity.

The Green Exercise project officer will develop and implement a diverse range of activities and events which fall within the remit of the Communities team.

The Green Exercise project officer will be responsible for facilitating the implementation of the health and wellbeing projects and developing and delivering Green Exercise sessions with the aim of getting people active in the outdoors across South Tyneside and North Tyneside, increasing levels of physical activity and healthy lifestyle choices within target communities. Activities and programmes delivered are developed to meet the changing Public Health and system priorities. Activities delivered may cover themes of horticulture (including grow it, cook it, eat it sessions), conservation and heritage skills, health walks, Nordic walks, sports and games and healthy lifestyle activities. The post holder will work with a cross section of the community including school groups, families and adults, seeking to target those most in need of support. The project officer will work in partnership with local statutory/non statutory services, community groups and interested individuals to ensure the success and sustainability of the Green Exercise projects, developing clear routes of referral and participant progression opportunities.

You will also enjoy the freedom to work using your own initiative and fully develop your creative flair.

In summary the job will involve the following six key areas;

- Operational and Financial Performance Management
- Business Development
- Relationship management
- Quality

- Health & Safety
- Staff Management

KEY TASKS

1. Operational and Financial Performance Management

- To take an active role in project delivery which will include session planning and delivery, output recording, monitoring and reporting with evaluation of impact.
- Regular review of business and financial plans alongside the team manager
- Effectively utilise resources, planning resource requirements and costing where appropriate, in line with Groundwork's environmental ethos
- Recoding and reporting of Trust specific data including Key Performance Indicators and Project Performance Measures
- Work alongside the Programme Lead / Operations Manager in reviewing annual performance, and developing the team Business Plan
- To provide on-the-job training and guidance for assistant project officers and volunteers in a variety of tasks and activities, ensuring that quality remains high and consistent.
- To assist with identifying and completing appropriate funding bids, and support tender opportunities
- Ensure invoicing of activities is timely and supports the Trusts' finance management systems
- Ensure all agreed work has a contract or Service Level Agreement in place

2. Business Development

- Support the Programme Lead / Operations Manager to identify opportunities for business development and growth
- Marketing activities of all key projects
- Work closely with whole team to ensure new areas of work are implemented effectively, whilst making best use of resources

3. Relationship Management

- Maintain excellent relationships with key contacts and stakeholders including the development of clear routes of referral and participant progression opportunities.
- Work closely with contract managers to ensure efficient contractual delivery and positive and effective working relationships.
- To work as part of the Groundwork Team building good working relationships with colleagues.
- To positively raise the awareness of Groundwork through engagement with a variety of partners and clients such as local residents, community groups, voluntary organisations and private companies.
- Develop effective relationships with a range of individuals and organisations to support additional activities and events, as well as new areas of work.

4. Quality

- To deliver projects for strategic partners, public, and private sector clients in a professional manner and to a good quality standard
- To work with the team to identify areas for improvement and implement agreed actions
- To support the implementation of Quality Standards within Groundwork
- Contribute to improvement plans relating to Trust wide activities including policies, procedures and systems and processes.

5. Health & Safety policies and procedures

- To ensure compliance with the Trust's health and safety policies and procedures at all times, completing and implementing risk assessments and health and safety management for all projects and activities.
- To advocate Health & Safety across the Trust
- Actively review and check Health & Safety practices within own area of work
- Where applicable you will be responsible for wearing the correct personal protection equipment as provided by your employer, and ensuring your own clothing is appropriate and fit for the task to be undertaken

6. Staff Management

- Along with the Programme Lead / Operations Manager, support project assistants, apprentices and volunteers which may include direct supervision and informal training.

Additional Information / Duties

Work Demands

- The post holder must be flexible in order to deal with rapidly changing priorities this will include changing hours of work within agreed boundaries to meet the demands of project delivery. This may include some evening and weekend work.

Physical Demands.

- Travel will be required for project delivery

ADDITIONAL 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.

- Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.
- The post holder is required to carry out the duties in accordance with the company's Equal Opportunities Policies



Reviewed by Rebecca Maw 27th April 2021

PERSON SPECIFICATION

Green Exercise Project Officer

	ESSENTIAL	DESIRABLE
Education/ Training/Qualifications	<ul style="list-style-type: none"> • GCSE A* - C or Grade 5 or above or equivalent in English and Maths • Relevant health qualification 	<ul style="list-style-type: none"> • Level 2 Gym Instructor • Level 3 Exercise Referral • Health Walk Cascade Training • Recognised teaching qualification • Qualification in Health, Environmental Science, Management, or similar • IOSH Managing Safely
Experience and Knowledge	<ul style="list-style-type: none"> • Delivery of health and wellbeing sessions, particularly in an outdoor environment • Experience or knowledge of exercise or health programmes 	<ul style="list-style-type: none"> • Experience of partnership working • Knowledge and experience of social prescribing

	<ul style="list-style-type: none"> • Experience of working within a community or environmental setting • Experience of project delivery and development • Monitoring and evaluating project and participant outcomes. 	<ul style="list-style-type: none"> • Knowledge of Public Health, CCG and NHS systems. • Experience of working with and supporting colleagues • Experience of managing a budget. • Experience of working with children and families.
Competencies	<ul style="list-style-type: none"> • Horticultural and conservation skills • Well-developed communication skills and excellent presentational skills. • Efficient in using computer applications and software • Excellent interpersonal skills • Ability to motivate others, to deliver programmes and objectives • Creative, imaginative and a lateral thinker 	<ul style="list-style-type: none"> • Report writing skills • Effective networking skills
Values and Attitudes	<ul style="list-style-type: none"> • Confidence and professionalism • Focused and flexible • Amicable and approachable • Team player with sound initiative • Enthusiasm for the outdoors 	
Additional Requirements	<ul style="list-style-type: none"> • Innovative and creative thinker / problem solver • A full driving license • Able to undertake some evening and weekend commitments. 	