

#### JOB DESCRIPTION

**Job Title:** Senior Rural Youth Engagement Officer (Practical Landscape and Design)

**Responsible to:** Programme Manager

**Responsible for:**  Sessional Project Workers and Volunteers

**Operational Area:** Sussex and Surrey

**Location:** Heathfield and/or Peacehaven

**Date:** August 2024

**JOB SUMMARY**

The Senior Rural Youth Engagement Officer will lead on the implementation and delivery of Groundwork South co-production landscape projects created by young people for young people providing practical landscape and design sessions. The central focus of the role is engaging young people in the design and creation of outdoor spaces connected to local youth hubs. You will be responsible for outreach, planning a programme of activities, supervising staff, monitoring & evaluation and direct face to face delivery with participants.

The role will work in partnership with existing services already embedded in local communities to provide young people with opportunities to gain age appropriate practical landscape design, construction and maintenance skills in collaboration with contractors and funding guidelines. Delivery will take place on different days to meet the needs of the project and some weekend work may be required.

The role will include supporting the project manager with implementing and quality assuring best practice procedures relating to safeguarding and health and safety in order to achieve a safe environment for young people to grow and develop.

This role would be ideal for someone who is passionate about supporting young people to achieve their individual potential and creating opportunities so they are able to enhance their life skills and make positive life choices using conservation and horticulture as a foundation.

**MAIN DUTIES**

**KEY AREA: PROJECT MANAGEMENT AND DELIVERY**

* Responsible for devising a youth led hardscape finishes and fixtures project plan which has been informed and influenced by participants
* To lead practical sessions to implement young people’s plans and ensure consistent high standards in youth work practice and co-ordination.
* Provide advice and guidance on employment skills, practical conservation and horticulture skills and related practical skills ie. Basic carpentry and fencing
* Provide effective and meaningful interventions for high risk/vulnerable young people
* To work with participants to plan, develop and deliver activities designed to encourage the personal and social development of them and their peers
* To develop activities which address issues of anti-social behaviour and other current trends facing young people
* Implement safeguarding and health and safety procedures.
* Carry out administrative tasks relating to the team and project delivery
* Ensure effective monitoring, evaluation and reporting is completed in relation to activities delivered.

**KEY AREA: PARTNERSHIPS AND STAKEHOLDER WORKING**

* Alongside the project manager, maintain active partnerships and relationships with other organisations that directly impact the projects under your supervision and responsibility; including local authority, community centres, and other interested parties to ensure effective engagement with adopted young people.
* To work alongside the Project Manager to build effective partnerships with youth organisations in the public and voluntary sectors
* To attend relevant partnership and steering group meetings to ensure our activities and services complement existing provision.

**KEY AREA: RECORD MANAGEMENT**

* To keep accurate written records of work with young people; activity plans and registers
* To support the Project Manager in writing various reports on activities delivered
* To comply in the maintaining of all systems and procedures in place; project forms, minutes of meetings, up-to-date files for all projects, development and partnership work
* To completing risk assessments for all activities delivered for all locations and environments that Groundwork South’s projects deliver work in

**KEY AREA: PUBLICITY AND RESOURCE MANAGEMENT**

* + To work alongside Project Manager and over see Sessional Youth Workers in effectively marketing and promoting Groundwork South’s work with young people
  + To maintain an active promotional social media presence for the centre

**KEY AREA: SAFEGUARDING CHILDREN & ADULTS AT RISK**

Groundwork South is committed to safeguarding a promoting the welfare of children and adults at risk. It is the responsibility of each employee to familiarise themselves and comply with the organisation’s procedures and systems on safeguarding children and adults at risk. Primary responsibilities are:

* To adhere to the Safeguarding Policy and Procedures.
* To adhere to the Safer Recruitment Policy & Procedure.
* To report any safeguarding incidents or concerns immediately to your Designated Safeguarding Officer or Lead Designated Safeguarding Officer.
* To complete any Safeguarding Awareness training as required by Groundwork South
* If required for your post, undertake an enhanced DBS check and maintain annual membership through the update service.

**KEY AREA: QUALITY**

* Focus on customer satisfaction and deliver a quality service to the agreed standards

**KEY AREA: HEALTH & SAFETY**

Groundwork South is committed to ensuring the health, safety and welfare of its employees and it will, so far as is reasonably practicable, establish procedures and systems necessary to implement this commitment and to comply with its statutory obligations on health and safety. It is the responsibility of each employee to familiarise themselves and comply with the organisation’s procedures and systems on health and safety. Primary responsibilities are:

* To report all Health & Safety occurrences including potential hazards to line manager
* To comply with Groundwork South Health & Safety Policy and Regulations
* To carry out routine checks on vehicles, equipment and machinery and report any defects to line manager
* Use, store and maintain tools and equipment in line with Health and Safety best practice

ADDITIONAL RESPONSIBILITIES

#### Adhere to all the policies and procedures of the organisation.

* Contribute to the Trust’s work in maintaining existing and achieving future accreditations and standards.
* Commit to Continual Professional Development and undertake any training and development deemed necessary to fulfil criteria of post.
* Any other duties commensurate with the level of the post.

**GROUNDWORK SOUTH VALUES**

All employees of Groundwork South are required to understand and contribute to the organisation’s values. Groundwork South is committed to transforming people’s lives and places through social, economic and environmental action. In terms of development and delivery of these projects we work across three business themes, Communities & Landscape Design Services, Youth, Employment & Skills and Environmental Services and we successfully deliver these projects by adopting a clear set ofvalues:

* Passion
* Commitment
* Empathy
* Professionalism
* Innovation

|  |  |  |  |
| --- | --- | --- | --- |
| **Factor** | Criteria | **Essential** | **Desirable** |
| **Knowledge** | Relevant degree, vocational qualifications in Youth Work, Forest School, Countryside Management | X |  |
|  | Knowledge of planning activities with young people. | X |  |
|  | Facilitate workshops and training in any of the following or related subjects or be willing to work towards these: Conservation, horticulture, employability | X |  |
|  | Good understanding of Safeguarding policies and how to manage conversations with vulnerable young people | X |  |
|  | First Aider |  | X |
| **Experience** | Demonstrable experience of working with young people and supporting children and young people with complex needs | X |  |
|  | Demonstrable experience of partnership working with public, private and voluntary sectors. | X |  |
|  | Demonstrate a proven track record of effective monitoring and evaluation of projects and being able to assess the impact it has had on participants. | X |  |
|  | Demonstrable track record of supervising staff and volunteers with a proactive and supportive way of working with colleagues to achieve results |  | X |
| **Skills:** | Excellent communication and presentation skills, both written and verbal to be able to communicate with a wide variety of customer groups both internally and externally | X |  |
| **Abilities** | Ability to engage positively with community groups from a range of backgrounds. | X |  |
|  | Ability to implement and follow Health and Safety policy and procedures in a youth work setting. | X |  |
|  | Demonstrate a commitment to and understanding of safeguarding and promoting the welfare of children and adults at risk | X |  |
|  | Demonstrate a commitment to and understanding of the principles of equal opportunities in both employment and service delivery | X |  |
|  | Ability to challenge and redirect negative behaviour | X |  |
|  | Demonstrate an understanding of professional boundaries | X |  |
| **Special Requirements** | Able to work outside normal working hours i.e. attendance at weekend and evening events. The Trust has a Time Off In Lieu system in place. | | |
|  | Full UK driving licence and/or ability travel across Hastings and Rother. Access to your own vehicle for which you will need to be insured for business use. Employees are able to claim back mileage rates as per our Expenses Policy. | | |

**TERMS AND CONDITIONS**

|  |  |
| --- | --- |
| **Salary** | Up to £8,960 per annum depending on experience (£32,000 FTE) |
| **Contract** | Fixed Term until 30 November 2025 |
| **Hours of work** | 10.5 hours each week excluding a daily lunch break and travel to and from the main place of work.  You will be required to deliver weekly sessions once a week between 3-8pm, though flexibility will be required to meet the needs of the participants. |
| **Place of work** | Your normal place of work will be Healthfield Youth Centre, TN21 0UP or The Joff, in Peacehaven, BN10 8BL. You may be required to travel on Groundwork’s business to carry out your duties at other locations as may be required for the proper performance of your duties. |
| **Holidays** | 25 days per annum plus English Bank Holidays. A pro rata entitlement is calculated for part time workers in each holiday year (which runs from the 1st January to 31st December). |
| **Pension** | Groundwork will comply with the employer pension duties in respect of the worker in accordance with Part 1 of the Pensions Act 2008 in relation to the Groundwork Pension Scheme. Employee contributions are made by salary sacrifice. |
| **Benefits** | The following discretionary benefits are available to staff:  **Health Cash Plan**  A Company sponsored healthcare cash plan, which enables you to claim 100% refund on healthcare bills (subject to the maximum claim levels) including dental, optical, chiropody, specialist consultation fees, physiotherapy and osteopathy. Dependant children are covered free up the age of 18 in full time education. Includes PERKS scheme which has offers such as discounted gym membership and shopping discounts.  **Employee Assistance Programme**  Fully comprehensive EAP which includes mental health helpline and face to face counselling.  **Cycle to Work Scheme**  This salary sacrifice scheme enables employees to apply for a loan of up to £1,000, 0% interest over a period of 12 months to purchase a bike, meaning you can save up to 42% through lower tax and NI contributions. |
| **TOIL** | TOIL – Time Off In Lieu - Although there is no overtime paid by the Trust; the Trust has a Time Off In Lieu system in place. TOIL is normally time spent at weekend and evening events/meetings or extra work as requested by your line manager. |
| **DBS Pre-Employment Check** | This post will be subject to an enhanced DBS with barred lists check |
| **References** | Employment to this post will be subject to receiving two satisfactory references. We reserve the right to approach any previous employers quoted to obtain a reference if deemed necessary. |
| **Proof of Eligibility of right to work in the UK** | Evidence must be provided to comply with the Immigration, Asylum and Nationality Act 2006. |
| **Training** | Undertake any training and development deemed necessary for the pursuance of the post, as identified through the induction and supported through our appraisal process. |

#### The above job description is a guide to the work you may be required to undertake but does not form part of your contract. The above job description is a guide to the tasks you may be required to undertake and may change from time to time to reflect changing assignments.

#### I have read and agree that this job description and person specification accurately defines the role.

Signed …………………………………………………………………………

Printed ……………………………………………………………………….

Date …………………………………………………**……………………….**