

#### JOB DESCRIPTION

**Job Title: Green Team Supervisor**

**Responsible to: Area Programme Manager**

**Responsible for: Senior Youth Worker & Green Team Youth Participants**

**Operational Area: Sussex and Surrey**

**Location: The Joff, Peacehaven and Healthfield Youth Centre**

**Date: January 2025**

**JOB SUMMARY**

The Green Team Supervisor is responsible for leading and training a team of “trainee operatives” aged 12-18, or up to 24 with additional needs. Tasks include co-designing and co-producing hardscape finishes and fixtures with young people for their local youth centres. This will involve planning, managing and delivering a diverse programme of habitat, path/access improvements and other elements identified by the young people.

Young people will come from a diversity of backgrounds and will include those who are not in education, employment or training (NEET) unemployed and are keen to secure future employment and learn new skills in the field of open space development. The Green Team Supervisor will provide support, training and site and operational supervision and management across all work related matters related to developing the space.

This will include supporting the Area Programme 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 train.

**MAIN DUTIES**

* Supervise, train and manage a team of young people undertaking hardscape finishes and fixtures which may include habitat creation, community gardens, benches, etc.
* Maintain the programmes’ systems and procedures by which the Trust will be able to manage training initiatives successfully.

**KEY AREA: MANAGING THE TRAINING PROGRAMME**

* Supervise projects and work experience to ensure compliance with health and safety regulations.
* With the assistance of the Area Programme Manager, identify environmental projects that are suitable for delivering trainee work, opportunities and activities to develop and enhance the skills and experience of the participants.
* Ensure projects are adequately resourced with materials, tools, and equipment and risk assess activities with Trainees.
* Work with partners to ensure projects are completed to a high quality, delivered on time and within budget.

**KEY AREA: TRAINING & SUPPORT**

* Provide ‘in-house vocational training’ such as teaching young people how to build raised beds, benches, pizza ovens and other fixtures identified by participants.
* Maintain complete and accurate internal computerised and manual management information systems used to record the relevant client outcomes and the support provided to the trainees.

**KEY AREA: PARTNERSHIPS, DEVELOPMENT AND FUNDING**

* Assists in strengthening links with partner organisations and securing additional funding.
* Contribute to the identification and development of new areas of work through existing and developed partnerships.
* Formalise partnerships and builds strong links with stakeholders.
* Attend and represent the Trust at relevant meetings, steering groups, forums and conferences, including attending out of office hours when necessary

**KEY AREA: PROJECT MANAGEMENT**

* Report on a monthly basis to your line manager where (i.e. against budget) your project(s) currently stand(s) on a financial basis and as against the milestones/outcomes requested by of it by any funder(s) and actual versus predicted performance in terms of PPM’s.

**KEY AREA: PEOPLE MANAGEMENT**

* Provide support and direction to members of staff to ensure they understand their roles so as to facilitate the achievement of the Trusts’ objectives.
* Provide proactive performance management of staff via the Trusts’ processes.

**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

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| **Factor** | Criteria | **Essential** | **Desirable** |
| **Knowledge** | A relevant Countryside Management, Ranger, Horticulture, Hard Landscaping or Construction qualification such as a BTEC or NVQ. | X |  |
|  | An understanding of and adherence to the relevant Health & Safety legislation. Undertake risk assessments for the safe delivery of Open/Green Space projects and activities to deliver physical improvement and maintenance projects. | X |  |
| **Experience** | Demonstrable experience of undertaking conservation projects and hard and soft landscaping projects adhering to project briefs, specifications and budgets. | 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 |  |
|  | IT skills including use of Microsoft Word, Excel, Microsoft 365. | X |  |
| **Abilities** | Ability to work in partnership, network and negotiate with a wide range of public, private and voluntary sectors in order to successfully deliver projects and place trainees | X |  |
|  | Ability to lead a team of young trainees and as part of a team within the Youth, Employment & Skills Training Business Area of the Trust. | X |  |
|  | Ability to engage and motivate people who have spent long periods not in training or paid employment | X |  |
|  | Demonstrate a commitment to and understanding of the principles of equal opportunities in both employment and service delivery | X |  |
|  | Demonstrate a commitment to and understanding of safeguarding and promoting the welfare of children and adults at risk | X |  |
|  | A proven ability to think creatively, problem-solve and work on own initiative with minimal supervision | X |  |
| **Special Requirements** | Able to work outside normal working hours i.e. occasional evenings and Saturdays.  The Trust has a Time Off In Lieu system in place. | | |
|  | Full UK driving licence and 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**

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| **Salary** | Circa £8,120 per annum depending on experience (£14.87 per hour, £29,000 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 …………………………………………………**……………………….**