

# Project Officer – Leeds

## The Role

- Deliver a varied range of Health and Wellbeing and Practical Conservation activities at TCV'S Hollybush Conservation Centre (3 days) and Skelton Grange Environment Centre (2 days) in Leeds.
- Recruit, manage and support volunteers to improve their confidence, skills and prospects.

## Key Responsibilities

- Oversee the recruitment, induction and support of Volunteers and Volunteer Officers, ensuring they receive a valuable experience through TCV.
- Maintain and service TCV resources, including premises, IT equipment, Vehicles, tools and project materials and PPE.
- Supervise and run local projects, engaging with the local community.
- Carry out risk assessment in relation to people and working environments.
- Monitor the success of local projects by keeping records. Collect and input volunteer information into TCV data capture systems.
- Produce written reports on progress.
- Contribute to local and national initiatives as required, managing local implementation, and achieving agreed outputs.
- To always act in accordance with your responsibility to safeguard the health and wellbeing of children and vulnerable adults.
- Read and adhere to the organisational Safeguarding policies and procedures and participate in related mandatory training
- Assist in generating income, by planning and researching new opportunities locally.
- Promote TCV by raising awareness of how TCV activities can improve wellbeing.
- Develop and manage partnerships with local agencies, promoting the work that TCV does.

## Size and Scope

- Work with other project staff and volunteers to run the sessions – occasional hours at weekends to support events may be required. Time off in Lieu will be given.
- Help to prepare, set up, supervise, pack down and clear away all sessions.
- Help to promote the project and TCV through social media
- Ensure all opportunities taken to make cost efficient decisions
- Contribute to wider organisation initiatives

## Regulatory Requirements

- Adhere to TCV policies and procedures, including Health and Safety, Data Protection and Safeguarding.
- Carry out risk assessments in relation to activities, people and working environments.
- Enhanced Criminal Record Check and Self Disclosure
- Complete all required training and checks.



## TCV Values

- Make stuff better
- Make a positive environmental impact
- Crack on and muck in
- Make a difference
- Be the best that we can be

## Core Skills and Knowledge

- knowledge of horticulture/food-growing /practical conservation/ health and wellbeing activities
- confident to deliver group activities
- able to train and mentor volunteers

## Person Specification

### Essential criteria:

- Experience working with diverse groups of adults
- Experience of horticulture/food-growing/ practical conservation/ health and wellbeing activities
- IT literacy

### Desirable criteria:

- Experience of working in a team
- Basic woodwork skills
- Basic cooking skills
- An understanding of managing budgets
- Experience recruiting, managing and supporting volunteers
- Knowledge of record keeping
- Knowledge of safeguarding
- Experience of using risk assessments
- Valid First Aid at Work certificate
- Full, clean Driving Licence for over a year