Job Description



Job Title:	Senior Project Officer	Job Level	2A	Job Ref:	ID255/urn389
Directorate:	UK Operations	Region:	England North		
Reports to:	Greater Manchester Team Leader	Directly responsible for:	TCV Manchester Corporate Volunteering Project, Sessional Workers, Volunteer Officers and Key Volunteers		
Location	Sale Water Park, Greater Manchester				

Department Purpose

 TCV's Operations Team connects people together to protect and restore nature, delivering lasting benefits for both.

Role Overview

- A Senior Project Officer is responsible for the operational delivery of TCV projects, requiring good organisational and people skills, and additional project skills, knowledge and experience.
- The role supports delivery of projects that protect and restore local environments, improve people's health and wellbeing through nature connection and develop conservation and green skills. This will be achieved by planning and leading on TCV Manchester's corporate volunteering programme which supports over 1000 volunteers per year. The role is responsible for identifying new, exciting conservation volunteering projects that take place across a range of sites, and will involve liaising with landowners, business partners, TCV's central Corporates Team and co-ordinating local delivery staff. A lot of our corporate volunteers are return volunteers who come out a few times a year because they enjoy it so much!

Key role responsibilities

Resource management & financial responsibilities

Project – the Senior Project Officer:

- Is responsible for operational delivery and oversight of a successful, safe TCV project to a high standard.
- Is required to report and/or address issues arising as appropriate in line with guidance provided.
- Is expected to support TCV's financial position through careful cost management of projects, ensuring work is carried out in an effective and efficient manner.
- Will have delegated income generation responsibility, and will be expected to promote TCV, raise awareness
 and identify local opportunities for additional funding. This will include contributing to funding bids/taking
 forward income generating ideas at local level.
- Will have formal delegated budgetary responsibility typically on the basis of a project specific job code.

People – the Senior Project Officer:

- Will lead and coordinate the work of volunteers
- Can manage Sessional Workers, Volunteer Officers and Key Volunteers.

Property – the Senior Project Officer:

 You will be responsible for the safe use and ongoing maintenance of a broad range of tools, equipment and materials relevant to the project being delivered. This is likely to include IT equipment, vehicles, premises, PPE and uniforms.

Working Relationships & Communication

You will:

- Provide volunteers with support, guidance and on the job training to for the projects on which you are working.
- Supervise the work of, and provide guidance to Sessional Workers, Volunteer Officers and Key

You will:

 Have regular interaction with a range of other people and groups depending on the nature of your project.
 This might include the general public, partners, funders, suppliers, and contractors.

- Volunteers, including the provision and/or arrangement of relevant training to best meet TCV and project requirements.
- Work collaboratively with colleagues across your TCV team and wider functions.
- You will support TCV's Volunteer Programme through identifying opportunities for volunteers, supporting recruitment and providing a highquality volunteering experience for people working with you on your project(s), to make sure they have a positive experience through their involvement with TCV.
- Promote the work of TCV and your projects with the local community to ensure relevant engagement and continuity of the programme of work.
- Represent TCV at community or partner meetings and public events relating to your project, sharing relevant information and ensuring project objectives are met.
- You will be expected to manage these external relationships to develop and enhance a range of local partnerships.

Autonomy, complexity and risk

- You are the most senior operational delivery role holder for delegated projects. You will lead your assigned
 projects with reference to TCV established policies and procedures, applying these to best meet particular
 project requirements within broad guidelines provided.
- You are expected to work with minimal supervision but apply judgement to escalate issues to your line manager for relatively more unique or challenging situations.
- You are responsible for risk assessments, safety, and safeguarding in line with TCV's policies and procedures.
- You are also responsible for making sure that all project objectives are met, including funder-related requirements and taking into particular account those elements of the project(s) which set it apart from more 'standard' programmes of work, e.g. theme and/or nature of volunteers involved.

Planning and reporting

- You are responsible for planning and implementing project delivery to meet the agreed objectives and deadlines for your assigned projects.
- This includes the collection and provision of timely and accurate information about the project to be used for internal and external reporting.
- As well as completing task reports, this includes required reporting for funders and partners.
- In addition to project planning and reporting, you are expected to directly contribute to planning for ongoing improvements, such as making recommendations for how processes could be more effective.
- You will need to use TCV data systems to record information about all aspects of the project(s), including volunteers, to enable the success of your project(s) to be monitored.

Additional responsibilities

- Your main focus is on delivery of your projects, but you might be asked by your line manager to carry out some other activities as appropriate to the level and nature of your post.
- Additional activity might involve contributing to support the smooth running of TCV's operational delivery in line with overall local, regional and TCV wide strategy and plans.
- You are required to adhere to TCV's policies and procedures, including Health and Safety, GDPR, and Safeguarding at all times.

TCV Values and Behavioural Framework Our Values: How we demonstrate our values through our day-to-Make stuff better. day work is outlined in our supporting behavioural Make a positive environmental impact. framework. This framework forms part of our annual Crack on and muck in. performance and development review (APDR) Make a difference process Be the best that we can be. Regulatory Requirements (delete as applicable) • Full UK Driving Licence - car and small van **Criminal Record Check and Self Disclosure** Enhanced • First Aid at Work Certificate - (or willingness to do the training)

Person Specification

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