

# Job Description

<b>Job Title:</b>	Acorn Farm Project Assistant	<b>Job Level:</b>	1A	<b>Job Ref:</b>	
<b>Directorate:</b>	UK Operations	<b>Region:</b>		Northern Ireland	
<b>Reports to:</b>	Operations Leader	<b>Directly Responsible for:</b>		N/A	
<b>Location:</b>	Brooke Park, Derry				

## Department Purpose

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

## Role Overview

A TCV Project Assistant is responsible for providing valuable operational support to TCV projects.

TCV's role in the Acorn Farm Project involves supporting 400 households/families across the Derry City and Strabane District Council area to grow food at home, beginning the creation of a more sustainable food system.

### Main activities

The main activities the Project Assistant will undertake are as follows:

- 1) Help to grow vegetable plants, including planting, care and watering.
- 2) Help to construct wooden planters for the Acorn Farm Grow at home project.
- 3) Deliver compost and planters to Acorn Farm participants across the Derry City Council area.
- 4) Help to deliver Horticulture Training courses to garden owners and the general public.
- 5) Help to promote the project.

The delivery work involves van driving and significant manual handling.

## Key Role Responsibilities

### Project – the Project Assistant:

- Safely use the range of tools, equipment and materials required to provide project support, reporting any issues in a timely manner.
- Assist with obtaining materials required for projects.
- There is no formal requirement for income generation in this role, but it is expected that you deliver projects to a high standard, contribute ideas based on your experience and be a good ambassador for TCV – all of which contribute positively to the charity's income.

### Working Relationships and Communication

You will:

<ul style="list-style-type: none"> <li>• Provide support and guidance to volunteers for the projects on which you are working, mainly working with the local project team you are supporting but could work with others across the local area and wider organisation as needed.</li> </ul> <p>Share project related information with others as required to support delivery of the project.</p>	<ul style="list-style-type: none"> <li>• Promote a positive image of TCV to volunteers, clients, funding partners and to the general public.</li> <li>• Advocate TCV's Volunteer Programme, sharing its benefits and opportunities with members of the public.</li> </ul>
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### Autonomy, Complexity and Risk

You will:

- Support delivery of TCV projects alongside other TCV staff.
- Work within TCV's established policies and procedures.
- Assist in preparation of, and compliance with, risk assessments relating to the projects you are supporting. Use your initiative to safely support delivery but escalate issues or concerns to other project staff or your line manager in a timely manner.

## Planning and Reporting

- Assist with project planning and delivery to support meeting agreed objectives and deadlines being met.
- Use TCV data systems to record information and complete task reports.
- Provide general administrative support as required.

## Additional Responsibilities

- Your main focus is providing operational support to 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.
- You are required to adhere to TCV policies and procedures, including Health and Safety, GDPR and Safeguarding at all times.

## TCV Values and Behavioural Framework

### Our Values:

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

How we demonstrate our values through our day-to-day work is outlined in our supporting behavioural framework. This framework forms part of our annual performance and development review (APDR) process

## Regulatory Requirements

### Criminal Record Check and Self Disclosure, either

- Basic / Enhanced / Enhanced + Barred List / Children / Adult / Children and Adult

- **Full UK Driving Licence** - car and small van

- **First Aid Certificate** - (or willingness to do the training)

## Person Specification

	Essential	Desirable
<b>Education / Qualifications</b>		
A good general standard of education, typically including GCSEs passes in English and Maths or equivalent or equivalent relevant experience.		X
NVQ Level 2 or equivalent qualification or equivalent relevant experience.		X
<b>Experience</b>		
Experience and/or a keen interest in TCV's core objectives of conservation and/or health & wellbeing.	X	
Working with volunteers.		X
Prior experience in a similar role.		X
Involvement in practical projects or services in a support role.	X	
Previous experience in a relevant not-for-profit / funded organisation.		X
<b>Knowledge, skills and abilities</b>		
Ability to provide support to others in the delivery of local practical projects to contribute to project objectives being met.	X	
Ability to safely use a range of project-related tools and equipment.	X	
Ability to effectively follow, and where appropriate, support others in following, policies and procedures.	X	
Ability to use IT systems to record information.	X	
<b>Personal Characteristics</b>		
Good communication skills.	X	
Have a keen interest in the objectives of TCV and our overall objectives.	X	