

Job Description

Job Title:	Green Skills Trainee	Job Level	1A	Job Ref:	ID309
Directorate:	UK Operations	Region:	Scotland		
Reports to:	Team Leader	Directly responsible for:	N/A		
Location(s):	Falkirk, Edinburgh and East Dunbartonshire <ul style="list-style-type: none"> • Minibus will collect and return to a designated pick-up point each day, at agreed times. • 21hrs per week, (9am – 4.30pm with half hour lunch break Monday, Tuesday, Wednesday). • This is a 10-month fixed term contract. 				

Department Purpose

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

Role Overview

- The Green Skills Traineeship will provide practical on the job training for participants to improve both local greenspaces and employability skills.

Key Role Responsibilities

- Work as part of a local team delivering practical biodiversity tasks such as improving paths and trails and habitat quality and connectivity on site.
- Support community engagement activities along the John Muir Way, helping to promote access and positive use of the environment.
- Working towards accredited qualifications, i.e. First Aid, Manual Handling, Risk Assessment, LANTRA Brush cutter.
- Learn to assist in the planning of projects, including helping to organise tools and materials for the projects.
- Assist in delivering practical biodiversity and conservation tasks such as path improvement, habitat management and species protection.
- Engage and learn about nature on the sites we will be improving.
- Learn to use hand tools and environmental equipment safely under supervision.
- Participate in maintaining tools, vehicles and equipment as part of training.
- Be aware of your responsibilities when working near children or vulnerable adults.
- Understand and follow safeguarding procedures as part of mandatory training.
- Learn how to interact with volunteers, local residents and community groups.
- It is expected that you deliver projects to a high standard, contribute ideas based on your experience and be a good ambassador for TCV.
- Help promote TCV's profile and achievement in the local area, raising awareness of TCV's programmes and activities.

Working Relationships & Communication

You will:

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| <ul style="list-style-type: none"> • Demonstrate good communication skills within the team, and the public. • Commit to delivering high standards of work. • Have the ability to work as part of a team and on own initiative. | <ul style="list-style-type: none"> • Learn to assist in the planning of projects, including helping to organise tools and materials for the projects. • Represent the organisation positively and respectfully. |
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Autonomy, Complexity and Risk

You will:

- Support delivery of TCV projects alongside other TCV Green Skills trainees.
- Work within TCV's established policies and procedures.
- Use your initiative to safely support delivery but escalate issues or concerns to other project staff or your line manager in a timely manner.

Additional Responsibilities

- 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:

- Access to nature where everyone welcome.
- 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 – Basic – Level 1.**
- Trainees need a Bank Account and multiple forms of ID to gain disclosure and prove UK right to work.

Safeguarding is everyone's responsibility, and all employees are required to act in such a way that always safeguards the health and wellbeing of children and vulnerable adults. Familiarisation with, and adherence to, the organisational Safeguarding Policies and procedures is an essential requirement of all employees as is participation in related mandatory training.

Person Specification

	Essential	Desirable
Experience		
A keen interest in TCV's core objectives of conservation.		X
Knowledge, Skills and Abilities		
Desire to develop practical skills to improve nature.	X	
Desire to develop knowledge and understanding of nature.	X	
Ability to work as part of a team and on own initiative.	X	
Willing to work outside through all seasons.	X	
Ability to work safely in a public area at all times.	X	
Willing to undertake training appropriate to the work and develop knowledge and skills in safe tool usage and Health and Safety.	X	
Personal Characteristics		
Good communication skills within the team and the public.	X	
Reliable and a good timekeeper.	X	
Commitment to delivering high standards of work.	X	
Have a keen interest in the objectives of TCV and our overall objectives.	X	