Job Description

Job Title:	Sessional Project Officer	**Job Level:**	1B	**Job Ref:**	369
Directorate:	UK Operations	**Region:**		North	
Reports to:	Skelton Grange Team Leader	**Directly Responsible for:**		Practical conservation and wellbeing activities	
Location:	Skelton Grange Environment Centre, Leeds				

Department Purpose

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

Role Overview

- A Sessional Project Officer is responsible for operational delivery of occasional TCV projects, requiring good organisational and people skills, and relevant knowledge and experience.
- The role supports delivery of projects that protect and protect and restore local environments, improve people's health and wellbeing through nature connection and develop conservation and green skills at Skelton Grange Environment Centre and venues across Leeds.
- This is a valuable role that supports TCV to deliver its work programme by covering for staff who are on leave or enabling us to take on larger or additional projects or involve more people in an activity than usual.

Key Role Responsibilities

Resource Management and Financial Responsibilities

A Sessional Project Officer:

- Is responsible for the successful, safe delivery of TCV projects on the day.
- 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.
- Is required to report and/or address issues arising as appropriate in line with the guidance provided.
- Will lead and coordinate the work of volunteers.
- Will be responsible for the safe use and 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 and PPE.

Working Relationships and Communication

You will:

- Provide volunteers with support, guidance and on the job training to for the projects on which you are working.
- Work collaboratively with colleagues across your TCV team and wider functions.
- You will support TCV's Volunteer Programme through identifying opportunities for volunteers and providing a high-quality volunteering experience for people working with you on your assigned project to make sure they have a positive experience through their involvement with TCV.

You will:

- Have regular interactions 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.
- Promote the work of TCV and your project with the local community to ensure relevant engagement and continuity of the programme of work.
- Represent TCV at events relating to your project, sharing relevant information and ensuring project objectives are met.

Autonomy, Complexity and Risk

- You will work within TCV's policies & procedures, applying these to best meet project requirements.
- You are expected to escalate issues to your line manager where changes need to be made, or decisions taken which are outside of policy, or might have broader or longer-term impact beyond your project.
- You are responsible for adhering to risk assessments, safety and safeguarding in line with the relevant policy for your project.
- You are also responsible for ensuring that all project objectives are met, including funder-related requirements, with the support of your leader.

Planning and Reporting

- You are responsible for planning and implementing project delivery to meet the agreed objectives and deadlines for your assigned project.
- 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 might include the production of surveys, quotes, and photos.
- You may need to use TCV data systems to record information about all aspects of the project, including volunteers, to enable the success of your project to be monitored.

Additional Responsibilities

- Your focus is on delivery of your project, 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 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.

Regulatory Requirements (delete as applicable)

Criminal Record Check and Self Disclosure, either

- Enhanced + Barred List / Children and Adult

- **Full UK Driving Licence (preferred, not essential)**
  - car and small van /

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

Person Specification	Essential	Desirable
Education / Qualifications		
A good general standard of education, typically including GCSEs passes in English and Maths or equivalent or equivalent relevant experience.	X	
NVQ Level 3 or equivalent qualification or equivalent relevant experience.		X
Any additional qualification of particular relevance to local project delivery.		X
Experience		
Experience and/or a keen interest in TCV's conservation and health & wellbeing objectives	X	
Working with volunteers, ideally in a coordination capacity.		X
Prior experience in a similar role.	X	
Planning and implementing practical projects or services.	X	
Previous experience in a relevant not-for-profit / funded organisation.		X
Knowledge, Skills and Abilities		
Ability to plan and coordinate the work of others to ensure project objectives are met.	X	
Ability to oversee the safe use of a range of project-related tools and equipment.	X	
Ability to effectively follow, and support others in following, policies and procedures.	X	
Ability to collect a range of relevant information for project reporting and monitoring using IT and other relevant systems.	X	
Personal Characteristics		
An effective communicator - including supporting and advising a team of volunteers.	X	
An organised approach.	X	
A keen interest in the objectives of TCV and our overall objectives.	X	