Job Description

Job Title:	Team Leader	**Job Level:**	3A	**Job Ref:**	363
Directorate:	UK Operations	**Region:**		Northern Ireland	
Reports to:	Operations Leader	**Directly Responsible for:**		Senior project officers and seasonal project officers	
Location:	Belfast				

Department Purpose

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

Role Overview

- A TCV Team Leader manages multiple projects simultaneously, calling for great organisational and people leadership skills, in addition to a broad range of project-related knowledge and experience.
- The I can Grow Belfast Team delivers a programme that protect and restore local environments / improve people's health and wellbeing through nature connection / develop conservation and green skills in Greater Belfast Area
- The role holder will line manage, develop and support the Team's project staff, and will have budget and resource responsibility across multiple projects.
- I Can Grow Belfast This 5 year community food-growing project brings together TCV, three Community Food Hubs, and I Can Cook Programme and local partners across Belfast and Lisburn to help households grow, cook and share fresh food. Prioritising communities experiencing food insecurity and deprivation, it provides accessible growing kits, practical workshops and ongoing support, enabling people to progress from home growing to wider community action. The programme aims to build skills, strengthen community connections and encourage healthier, affordable, lower-carbon food choices.

  Funding for I Can Grow Belfast has been awarded by The National Lottery Community Fund. Many thanks to National Lottery players for making the funding possible.
- The Team Leader will also support delivery as required, where their expertise is needed and to meet contractual and operational needs.

Key Role Responsibilities

Resource Management and Financial Responsibilities

Project – the Team Leader I Can Grow Belfast:

- Is accountable for the management, safe operation and compliance of the I Can Grow Belfast Team's projects, people and resources.
- This will involve supporting delivery as required, where expertise is needed, and to meet contractual & operational needs.
- Has budget and cost management responsibility for Team's financial plans, forecasting and performance, ensuring ongoing financial sustainability.
- Is fundamental to income generation for the Team's projects. With the Operations Leader and Business Development Team, will be involved in identifying & pursuing new income streams through larger bids and other opportunities to sustain and enhance project funding. Will prioritise follow-up, to ensure ongoing financial sustainability of the Team in line with regional business plans.
- Will oversee promotion of the Team's projects, media and marketing, raise our profile with the public, reach out to diverse communities to achieve our EDI and other outcomes, and meet partner funding requirements

People – the Team Leader:

- Is the most senior TCV role for operational management at Team level, enabling staff and volunteers, with support where needed from Operations Leader, Senior Leadership and Central Service Teams.
- Will line manage x2 Senior Project Officers and seasonal Project Officers.

Property - the Team Leader:
• Has oversight of the safe use, security and maintenance of all tools, equipment and materials on projects within area of responsibility, ensuring that any issues are reported and addressed. These include, but are not limited to, vehicles and premises, IT equipment, PPE and uniforms.

Working Relationships	
You will: • Manage staff across multiple projects, including the provision and/or arrangement of relevant training as required to best meet project and APDR objectives. • Work collaboratively with colleagues across all TCV's functions. • Have responsibility for delivery of TCV's Volunteer Programme across your Team's projects and locations. Includes identifying and coordinating opportunities, planning recruitment and ensuring a high-quality volunteering experience.	You will: • Interact regularly with a broad range of stakeholders across the locations in which the Team is based, for ongoing engagement and to raise TCV's profile. This includes partners, funders, suppliers, contractors, and others, as well as the public across a range of local communities. • Have ownership of a range of external relationships and manage these to develop and enhance engagement. • Develop new partnerships and external relationships to sustain delivery, and to identify opportunities for development and expansion of work.

Autonomy, Complexity and Risk
• The Team Leader is the most senior TCV role for operational management at Team level. • Accountable for delivery and development of multiple projects in line with broader regional plans. • Responsible for coordinating and overseeing safety, safeguarding and risk assessment across your Team's projects, ensuring that all work is carried out in line with TCV's policies.

Planning and Reporting
• The Team Leader is responsible for coordinating planning for multiple projects across the Team's programme of work, including oversight of interaction between projects. • Ensure all agreed project objectives and deadlines are met, including reporting and evaluation for funders is completed in an accurate and timely manner. • Adhere to all internal impact, finance and risk compliance monitoring, reporting and evaluation across area of responsibility, contributing to ongoing practice and process improvement, sustainability of our work and broader regional planning

Additional Responsibilities
• Complete any other activities as appropriate for the level and nature of the post as delegated. • Playing an active role across the wider operations management team to support the smooth running of TCV's activities to contribute to our organisational strategy. • 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: • 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 (delete as applicable)	
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 / minibus / minibus + trailer • **First Aid at Work Certificate -** (or willingness to do the training)

Person Specification

Those highlighted will change to essential if post at Level 3B	Essential	Desirable
Education / Qualifications		
NVQ Level 5 or equivalent qualification or relevant experience.	X	
Additional qualification, training or demonstrable experience specifically related to the nature of project delivery.	X	
Qualification relating to the management of people and/or projects.		X
Experience		
Relevant experience in TCV's core objectives of conservation volunteering and health & wellbeing.	X	
Prior experience of coordinating or overseeing teams (ideally including volunteers) to deliver project outcomes for a programme of work similar in nature and size.	X	
Line management of teams based in different geographical locations.		X
Budget management.	X	
Partnership working and relationship management.	X	
Prior experience in a similar role.		X
Planning, delivering (or overseeing delivery) & monitoring progress of multiple simultaneous projects, and working with external stakeholders.	X	
Developing funding and project growth opportunities from grants and/or other funding streams.	X	
Supplier / contract management.		X
Previous experience in a relevant not-for-profit / funded organisation.		X
Knowledge, Skills and Abilities		
Proven ability to coordinate the work of a diverse range of people and resources to ensure that multiple project objectives are simultaneously met.	X	
Knowledge and understanding of the challenges faced by a volunteering focused organisation.	X	
Ability to work in a highly collaborative manner as part of a regional team.	X	
Ability to provide direct delivery as well as managerial oversight (3A roles only).	X	
Knowledge and skills of specific relevance to the projects within the overall programme of work across the scope of remit.	X	
Ability to oversee the management of vehicles, premises and associated resources across multiple locations and projects.	X	
Ability to oversee the application of a range of policies and procedures across a range of projects with different objectives and requirements.	X	
Ability to oversee the monitoring and evaluation of a range of projects, drawing upon relevant analysis to suggest trends and inform broader project reporting and planning.	X	
Ability to use a range of IT systems to allow collaborate working – internally and meeting funder and other external requirements.	X	
Ability to identify ways in which project delivery efficiencies and effectiveness could be improved by looking across a range of projects and drawing upon combined experience.		X
Knowledge / understanding of the particular challenges faced by a funded organisation.	X	
Personal Characteristics		
A highly effective communicator with a broad range of internal and external stakeholders, including coaching and influencing others for high levels of engagement.	X	
A highly organised and motivated approach, with commitment and drive to achieve successful and mutually beneficial outcomes in line with broader regional plans.	X	
A strong proven interest in the objectives of TCV and our overall objectives.	X	
Attention to detail with effective problem-solving skills	X	