

Environmental Projects Manager



Job Description & Person Specification

Job Title: Environmental Projects Manager

Location: Hendon, Sunderland

Salary: £35k - £37k

Annual Leave: 28 days (plus Bank Holidays)

Responsible to: Community Services Manager

Responsible for: Street Ranger and associated programme volunteers

Accountabilities

You will be accountable for programme management of the Hendon ECO programme including; High Street Revolution, Nature Corridor, Urban Gardening, Green Space and East Rangers Programmes and any other environmental projects.

You will work closely with the Community Services Manager and CEO to create and deliver the Groups operational plans, shaping the delivery of high-quality community services and making Hendon a place of opportunity to live, work and thrive.

With the you will have responsibility for contributing to beneficiary experience and working within the wider team to capture our social impact.

You will contribute to cross-organisational work to support and ensure service delivery teams can operate effectively and efficiently, whilst striving for continual improvement, quality and compliance.

You will act as a representative of Back on the Map and contribute to the delivery of the Charity's mission of creating a place of opportunity to live, work and thrive. Achieving our strategic objectives of creating; a Stronger Community, a Better Place and a Local Voice.

Responsibilities

You will have responsibility for ensuring that environmental programmes are delivered efficiently to time and budget. Plan, coordinate, deliver and monitor all programmes under this area of work and ensure charitable values and mission is central to the work.

You will act as a representative of Back on the Map and contribute to the delivery of the Charity's mission of making Hendon a place of opportunity to live, work and thrive. Achieving our strategic objectives of creating; a Stronger Community, a Better Place and a Local Voice.

How to Apply

If you are interested in applying for this role. Download the form from our website at www.backonthemap.org/vacancies or email recruitment@backonthemap.org for more information.

Deadline

Deadline for applications is Tuesday 30th January 2023. With an expected start date of 1st April 2024

Main Duties

Service Delivery;

- Planning and delivery of all educational, environmental Hendon ECO and High street (CID) programmes
- Manage projects and funded programmes against deadline & targets
- Engage local families in connecting to nature and accessing community services programme
- Lead on the ongoing nature corridor on the high street
- Lead on the development and ongoing delivery of our Community Growing Garden
- Lead on the development of the Starter Allotment beds at Barley Mow Park, providing education and support
- Lead the Park Partnership to bring footfall and activities to Barley Mow Park and other local green spaces.
- Work with local residents to green the area through 'yardening' and other collaborative projects
- Support the Volunteer Coordinator with management of volunteers including; Urban Gardeners, East Rangers and any environmental or those supporting Highstreet events and activities.
- Proactively work with corporate, statutory and VCS partners in the delivery of Charitable objectives.
- Manage grant budgets; income & expenditure
- Support Community Service Manager with delivery of wider Charitable services
- Beneficiary and Social Impact monitoring for your programme and activities

Fundraising;

- Support CEO with Funder relations and retention
- Working with CEO on fundraising strategy
- Work with CEO on Fundraising applications and reporting

Communications and Marketing;

- Work with Comms & marketing Officer regarding programmes, good news and event promotion

Personal Qualities

- Able to lead by example living the organisational values
- Able to hold self and team accountable for delivery
- Ability to lead and motivate staff
- Experience of managing multiple staff teams and volunteers
- Understanding of the Sector
- Experience in developing networks
- Able to balance both competing deadlines and the needs of both internal and external stakeholders
- Experience of managing multiple complex projects
- Understanding Project
- Experience of monitoring and managing budgets

Education & Qualifications	<ul style="list-style-type: none"> • Educated to Degree level or relevant professional qualifications or has equivalent demonstrable experience • Qualification in Project Management 	E D
Knowledge & Experience	<ul style="list-style-type: none"> • Experience in Project Management • Understanding of managing a budget • Understanding of policies & procedures 	D D D
Skills	<ul style="list-style-type: none"> • Planning & delivering events, activities • Competent in using IT and systems • Effective communication skills • Manage spend against budgets 	E E E D
Behaviours	<ul style="list-style-type: none"> • Takes ownership and accountability • Works collaboratively 	E D

Group Values

You will act as an ambassador for the Group and must ensure all their work, communication and approach conforms to the brand values and house style.

- Integrity
- Excellence
- Making a Difference
- Working Together
- Fairness of Opportunity

Group Benefits

- Flexi/TOIL system
- Death in Service
- Smart Health from AIG
- Enhanced Maternity (Subject to length of service)
- Enhanced Paternity (Subject to length of service)
- Enhanced Sick Pay (Subject to length of service)
- Enhanced Parental Bereavement Leave Pay (Subject to length of service)
- Health Benefits inc, eye tests, flu jabs and hayfever injection

Health and Safety

You must at all times comply with the Health and Safety policies and procedures and must draw attention to any unsafe working practice and conditions.

Child Protection and Vulnerable Adults statement

BotM is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment. You will be expected to support this approach in the context of your role and to adhere to and ensure compliance with BotM's Child Protection and Vulnerable Adults policies.

Data Protection

Personal and business confidentiality must be maintained at all times; as must compliance with all regulatory and legislative requirements, policies and procedures.

Equality of Opportunity

The post holder must at all times comply with the Equality and Diversity policies and adopt the Group's culture of inclusion, fairness and respect. You will be expected to have an understanding of inclusivity in relation to age, disability, ethnicity, gender, gender reassignment, religion and belief and sexual orientation.