**SAXMUNDHAM TOWN COUNCIL**

**Job Description**

**Job Title:** Environment Coordinator

**Place of work:** The Town House, Saxmundham

**Hours of work:** 8 hours of work per week – may include evenings and weekends.

**Salary:** (SCP scale 6 point 19)

**Pension** Option to join the NEST pension scheme

**Responsible to:** Town Clerk

**Responsible for:** Volunteers

**Objective:** To improve the Saxmundham natural environment and townscape.

**Key Tasks:**

* To organise a weekly half day work party undertaking horticultural, conservation or litter picking activities.
* To engage with the community, recruiting, coaching, and organising volunteers.
* To monitor the Saxmundham environment and report any issues to the Town Clerk.
* To undertake fortnightly inspections of the playparks ensuring that any problems are reported to the Town Clerk.
* To oversee and undertake minor maintenance on the public spaces.
* To liaise with the Environmental Working Group to initiate and implement projects to improve the environment
* To ensure all assigned tasks and duties are completed in a safe manner and comply with safety rules/procedures.
* To be responsible for reviewing bi-annually with Councillors and the Town Clerk, site specific risk assessments/maintenance plans ensuring that remedial actions are taken throughout the year.
* To seek additional appropriate funding from public and private sources where possible.
* To work as part of the team contributing to the council’s events programme.
* Be prepared to undertake any other duties as directed by the Town Clerk.

**PERSON SPECIFICATION**

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| **ESSENTIAL** | **DESIRABLE** |
| **Qualifications & Training**  Countryside Management or Horticultural qualification BTEC/diploma/degree or equivalent. | * Health and safety or first aid. * Practical qualifications |
| **Experience**   * Management of countryside sites or horticultural work. | * Recruiting, coaching, and supporting volunteers. * Experience of working with local authorities. * Completing risk assessments. * Managing contractors |
| **Knowledge**   * Understanding of sustainability issues * Knowledge of horticulture and wildlife conservation. | * Knowledge of land access, * Understanding of local authority land management |
| **Skills / Abilities**   * Excellent communication and a friendly and welcoming demeanour. * Word processing and experience using the internet. * Good organisational and administration skills required. | * Skills related to applying for grant funding would be beneficial. * Delivery of practical conservation or horticultural work. |
| **Personal Characteristics**   * Be a team player * enthusiastic with a willingness to learn. * flexibility is essential as the work may include some evenings and weekends. * Demonstrate a passion for improving the environment, nature, and the outdoors. |  |