**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
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| **Experience*** Management of countryside sites or horticultural work.
 | * Recruiting, coaching, and supporting volunteers.
* Experience of working with local authorities.
* Completing risk assessments.
* Managing contractors
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| **Knowledge*** Understanding of sustainability issues
* Knowledge of horticulture and wildlife conservation.
 | * Knowledge of land access,
* Understanding of local authority land management
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| **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.
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| **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.
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