



JOB DESCRIPTION

Job Title:	Project Officer (Environmental Education)
Responsible to:	Programmes Manager
Responsible for:	Volunteers
Operational Area:	Thames Valley
Location:	Iver Environment Centre
Date:	March 2026

JOB SUMMARY

The Project Officer (Environmental Education) will be responsible for devising and delivering fun educational activities connecting schools and families to nature at Iver Environment Centre (IEC), The Elsdale II, Denham Country Park and other outreach sites. This will include engaging children with the outdoors through pond dipping, minibeast hunting, den building, fire lighting and crafts.

The Project Officer will work with the support of the team to develop and deliver a high-quality environmental education programme for school groups. The programme currently includes wildlife field studies, food growing and bush craft, with scope to expand according to the successful candidates' interests. The Project Officer also takes responsibility for the management and delivery of children's birthday parties that take place at weekends as well as an innovative programme of family and community learning. You will help deliver our grant funded projects and assist with corporate volunteer days at Iver Environment Centre.

Main Duties

- To develop, delivery and promote community events at centres and outreach sites, including but not limited to family fun days, early years workshops, activity days for children aged 7-11yrs/11-16yrs and community workshops or open days.
 - To develop and deliver and promote our environmental education programmes for schools at Iver Environment Centre, Elsdale II, Denham Country Park and within schools (predominantly primary schools).
 - To develop, deliver and promote weekend and evening birthday parties and youth group sessions at Iver Environment Centre which connect children to nature.
 - To maintain equipment and resources used for education including the site itself.
 - To process bookings and other admin tasks related to the education programme.
-

- To ensure the highest possible standards of delivery. This will involve CPD, self-reflection, securing and sharing feedback.
- Along with other team members, to lead volunteers and zero hours staff in education delivery.
- To help recruit, train and support Iver Environment Centre volunteers.
- To work to agreed deadlines and operate within budget.
- To report on a monthly basis to your line manager how the projects are progressing and any issues arising.
- Complete PPMs as required.

KEY AREA: SAFEGUARDING CHILDREN & ADULTS AT RISK

Groundwork South is committed to safeguarding a promoting the welfare of children and adults at risk. It is the responsibility of each employee to familiarise themselves and comply with the organisation's procedures and systems on safeguarding children and adults at risk. Primary responsibilities are:

- To adhere to the Safeguarding Policy and Procedures.
- To adhere to the Safer Recruitment Policy & Procedure.
- To report any safeguarding incidents or concerns immediately to your Designated Safeguarding Officer or Lead Designated Safeguarding Officer.
- To complete any Safeguarding Awareness training as required by Groundwork South.
- If required for your post, undertake an enhanced DBS check and maintain annual membership through the update service.

KEY AREA: CUSTOMER SERVICE

Actively assist with customer service taking a lead in day-to-day operations to ensure that exemplary customer service is delivered with residents, tenants and leaseholders and clients.

KEY AREA: QUALITY

Focus on customer satisfaction and deliver a quality service to the agreed standards.

KEY AREA: HEALTH & SAFETY

Groundwork South is committed to ensuring the health, safety and welfare of its employees and it will, so far as is reasonably practicable, establish procedures and systems necessary to implement this commitment and to comply with its statutory obligations on health and safety. It is the responsibility of each employee to familiarise themselves and comply with the organisation's procedures and systems on health and safety. Primary responsibilities are:

- To report all Health & Safety occurrences including potential hazards to your line manager.
- To comply with Groundwork South Health & Safety Policy and Regulations.
- To carry out routine checks on vehicles, equipment and machinery and report any defects to line manager.
- Use, store and maintain tools and equipment in line with Health and Safety best practice.

KEY AREA: PARTNERSHIP & STAKEHOLDER WORKING

- To develop strong partnerships with schools, community groups, volunteers, corporate supporters, grant giving organisations and local authorities.

ADDITIONAL RESPONSIBILITIES

- To adhere to all the policies and procedures of the organisation.
 - To contribute to the Trust's work in maintaining existing and achieving future accreditations and standards.
-

- To commit to Continual Professional Development and undertake any training and development deemed necessary to fulfil criteria of post.
- Any other duties commensurate with the level of the post.

GROUNDWORK SOUTH VALUES

All employees of Groundwork South are required to understand and contribute to the organisation's values. Groundwork South is committed to transforming people's lives and places through social, economic and environmental action. In terms of development and delivery of these projects we work across three business themes, Communities & Landscape Design Services, Youth, Employment & Skills and Environmental Services and we successfully deliver these projects by adopting a clear set of values:

- Passion
 - Commitment
 - Empathy
 - Professionalism
 - Innovation
-

Factor	Criteria	Essential	Desirable
Knowledge	An education related degree and or a PGCE or equivalent teaching qualification.		X
	Understanding of the national curriculum at KS1-2 and Early Years.	X	
	Interest in nature/the environment.	X	
	Knowledge of H&S and Safeguarding related to session delivery.	X	
Experience	Demonstrable track record in developing and delivering curriculum linked education programmes for primary aged children.	X	
	Demonstrable experience in working with and engaging schools, community groups and people of all ages, abilities and backgrounds.	X	
Skills	Excellent communication skills appropriate across a range of different age and abilities.	X	
	Ability to manage workloads and competing priorities in an often deadline orientated environment.	X	
	Demonstrate a commitment to and understanding of the principles of equal opportunities in both employment and service delivery.	X	
	Demonstrate a commitment to and understanding of safeguarding and promoting the welfare of children and adults at risk.	X	
	Demonstrate a commitment to customer service.	X	
Abilities	A proven ability to think creatively, problem-solve and work on own initiative with minimal supervision.	X	
	Strong team skills and a proactive, supportive way of closely working with colleagues to achieve results.	X	
Special Requirements	Able to work outside normal working hours i.e. attendance at evening and weekend events.		
	Willingness to work outside		

TERMS AND CONDITIONS

Salary	Circa £24,785 per annum (pro rata for part-time posts)
Contract	Permanent (annualised or zero hours contract also available)
Hours of work	Your normal hours of work are 22.5 - 37.5 hours each week excluding a daily lunch break and travel to and from the main place of work. Includes regular weekend work.
Place of work	Your normal place of work will be Iver Environment Centre, Slough Road, Iver Heath, Bucks, SL0 0EB, Denham Country Park, and Elsdale II, currently moored at Greenford Quay UB6 0FP. You may be required to travel on Groundwork's business to carry out your duties at other locations as may be required for the proper performance of your duties.
Holidays	25 days per annum plus English Bank Holidays. A pro rata entitlement is calculated for part time workers in each holiday year (which runs from the 1 st January to 31 st December).
Pension	Groundwork will comply with the employer pension duties in respect of the worker in accordance with Part 1 of the Pensions Act 2008 in relation to the Groundwork Pension Scheme. Employee contributions are made by salary sacrifice.
Benefits	<p>The following discretionary benefits are available to staff:</p> <p>Health Cash Plan A Company sponsored healthcare cash plan, which enables you to claim 100% refund on healthcare bills (subject to the maximum claim levels) including dental, optical, chiropody, specialist consultation fees, physiotherapy and osteopathy. Dependant children are covered free up the age of 24.</p> <p>Employee Assistance Programme Fully comprehensive EAP which includes mental health helpline and face to face counselling.</p> <p>Cycle to Work Scheme This salary sacrifice scheme enables employees to apply for a loan of up to £1,000, 0% interest over a period of 12 months to purchase a bike, meaning you can save up to 42% through lower tax and NI contributions.</p>
TOIL	TOIL – Time Off In Lieu - Although there is no overtime paid by the Trust; the Trust has a Time Off In Lieu system in place. TOIL is normally time spent at weekend and evening events/meetings or extra work as requested by your line manager.
DBS Pre-Employment Check	This post will be subject to an enhanced DBS with barred lists check.
References	Employment to this post will be subject to receiving two satisfactory references. We reserve the right to approach any previous employers quoted to obtain a reference if deemed necessary.

Proof of Eligibility of right to work in the UK	Evidence must be provided to comply with the Immigration, Asylum and Nationality Act 2006.
Training	Undertake any training and development deemed necessary for the pursuance of the post, as identified through the induction and supported through our appraisal process.

The above job description is a guide to the work you may be required to undertake but does not form part of your contract. The above job description is a guide to the tasks you may be required to undertake and may change from time to time to reflect changing assignments.

I have read and agree that this job description and person specification accurately defines the role.

Signed

Printed

Date