



Freelance project officer

Reclaiming the Riverside project

Let's Go Outside and Learn CIC

Let's Go Outside and Learn CIC aims to connect local communities living in urban and built-up environments to their natural environment and green spaces. We work with people of all ages to achieve multiple outcomes including improved health and wellbeing, stronger communities and increased environmental awareness. Projects target underrepresented groups and people at risk of isolation and work in partnership with other organisations to enrich the work that we do.

We currently require a project officer for Reclaiming the Riverside project based in Cranford to deliver nature-based activities and events. The post holders will work closely and in partnership with other organisations and stakeholders.

Please contact us for more information about the role or an informal chat:

- email: frances.bennett@outlook.com
- phone: 07939001731 Mairi
- facebook: www.facebook.com/LetsGoOutsideAndLearn/
- twitter: www.twitter.com/LetOutside
- website: www.lgoal.org

To apply for the role please submit a CV and covering letter to Frances.bennett@lgoal.org

Closing date: Close of day on 1/9/2023

Freelance role title:	Project officer
LGOAL project lead:	Frances Bennett, Director
Type of Contract:	Freelance initially 12 months
Location:	Mixture of homeworking and site-based work in Cranford, Hounslow. It will be necessary to spend time working on site for meetings and to support project delivery. There may be some work at the weekends.
Number of hours / week	To a maximum of 21 hours/week
Freelance rate:	Negotiable within range of £20-£30/hour
Additional costs paid as agreed with directors:	Travel Training

Roles & responsibilities

<p>1. Partnership working</p> <p>Our projects scope and direction are strongly influenced and shaped by our partners. Let's Go Outside & learn works in partnership with multiple partners, and stakeholders and believe that this is key to the success of the project delivery. Activities associated with the role will include:</p>
<ul style="list-style-type: none"> • Coordinating with teams across the organisation and partnership on project delivery
<ul style="list-style-type: none"> • Identifying, contacting and liaising with other partners and stakeholders to ensure full involvement in the project. Keeping records of stakeholder engagement to develop a stakeholder database.
<ul style="list-style-type: none"> • Attending project meetings as required and reporting on project progress.
<p>2. Project delivery</p> <p>To develop community engagement activities and lead outreach that explores the environment and wildlife in an urban environment along the River Crane Corridor in Cranford, Hounslow. Activities will include:</p>
<ul style="list-style-type: none"> • Working with directors, project partners and team members to plan and deliver an engagement strategy, including setting targets and deadlines, identifying, and managing barriers to engagement.
<ul style="list-style-type: none"> • To work with project partners to bring people together, to connect local people with nature through nature-based activities.
<ul style="list-style-type: none"> • Support project management and delivery in liaison with stakeholders and project participants including keeping track of and notifying team leaders of any risks to project delivery, developing a model for feedback and evaluation
<ul style="list-style-type: none"> • To work with project partners and stakeholders to recruit to the project delivery from targeted groups and the local community, and other identified audiences.
<ul style="list-style-type: none"> • To prepare and deliver a range of activities, events and workshops that will connect local people with nature including some or all of the following: <ul style="list-style-type: none"> ○ Nature focused walks ○ Other activities targeted identified audiences including a citizen science project in 2024 in partnership with ZSL. ○ Family focused activities (in partnership with our schools and families officer) ○ Social action activities with young people
<ul style="list-style-type: none"> • To ensure the safety and safeguarding of project participants and volunteers
<ul style="list-style-type: none"> • Coordinating the compilation of project related documents and reports and other outputs such as promotional environment and social media as required

3. Person Specification	
3.1 Education & qualifications <ul style="list-style-type: none"> • Minimum educational requirements of 2 A levels or equivalent e.g. BTEC or NVQ level 3. English and Maths to GCSE or equivalent. • Qualification or solid background and experience in managing community cohesion projects and/or biodiversity, ecology, or green infrastructure. 	<p>Required</p> <p>Advantageous</p>
3.2 Specialist knowledge, skills & experience	
<ul style="list-style-type: none"> • Demonstrable and significant experience and expertise in community engagement and outreach work for community-based projects • A passion for and knowledge of the natural environment and wildlife and an ability to communicate that passion to others. • Proven experience in developing and managing community events and workshops for diverse communities. • An understanding of diverse communities and the barriers that they face in engaging with natural environment. • Ability to work collaboratively as part of a team. • Organised and meticulous with attention to detail and commitment to high quality project delivery • Comfortable working in a dynamic environment and across multiple project areas with multiple partners • Experience producing written outputs for a variety of audiences. • Ability and experience of managing multiple project activities with overlapping timelines and competing priorities. • Comfortable working outdoors in all weathers as well as in an office environment • Self-starter with good initiative. Able to work alone and as part of a team for common goals. • A knowledge of Hounslow communities. 	<p>Required</p> <p>Advantageous</p>
3.3 Interpersonal & communication skills <ul style="list-style-type: none"> • Strong interpersonal skills are vital – we are looking for a team-player with an ability to communicate across the team, to partners and beyond. • Proven ability to develop effective networks of local service providers. • Proven ability to build strong relationships within diverse communities. • Excellent verbal communication skills • Excellent written and presentation skills in English 	<p>Required</p>
3.4 Additional skills and experience	
<ul style="list-style-type: none"> • Experience of community engagement in environmental sector • A background in biodiversity and/or conservation • An understanding or experience of the community-led catchment-based approach to improve blue/green environments. • Experience of working with volunteers • Knowledge of a community language relevant to the Crane catchment. 	<p>Advantageous skills and experience</p>

4 Additional requirements

- All applicants are legally required to demonstrate the right to work/permission to work in the UK.
- As we are committed to safeguarding and promoting the welfare of those who work with and for the organisation, volunteers and all project participants the role is subject to DBS checks.

5 Terms and Conditions

- Working patterns and hours are flexible but require the agreement of directors.
- This is a freelance role initially for a period of 3 months when the role will be reviewed.
- This role is subject to an organisational contract.
- The role is subject to 4 weeks' notice on either side.