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## *Bringing the Park to Life - From Vision to Delivery*

### *Wandle Valley Regional Park Trust - Project Officer vacancy*

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#### **Job Description and Personal Specification**

**Job Title:** Wandle Valley HLF Project Officer

**Responsible to:** CEO

**Responsible for:** Volunteers

**Hours:** 37.5 per week

**Salary:** £25,000.

**Contract:** Full time, 12-month fixed contract. *Immediate start preferred.*

**Location:** Morden Hall Park, Merton SM4 5JD.

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#### **Job Description**

##### **Job Background:**

##### **Wandle Valley Regional Park**

The Wandle Valley Regional Park is a network of over 40 green spaces, and 12 nature reserves, linked by the riverside Wandle Trail, covering some 900 hectares. It is a strategically important asset for London, which can provide significant environmental benefits, support sustainable economic growth, and build enduring social capital and resilience for its growing communities. The Wandle Valley area encompasses four London Boroughs: Wandsworth, Merton, Sutton and Croydon.

##### **Wandle Valley Regional Park Trust**

Set up in 2013, the Wandle Valley Regional Park Trust's (WVRPT) vision is for the Wandle Valley to be a coherent and a vital part of London's green space network, creating a place, rich in heritage, where people are proud to live, work and play, that contributes to the economic vibrancy of South London.

Since its inception, the Trust has secured over £1.6m of investment and has delivered a number of projects throughout the Wandle Valley, encompassing improvements to parks and nature areas, physical activity and health, and community volunteering. The Trust is an independent Limited Company and a charity, managed by a board of Trustees made up by the London Boroughs (Wandsworth, Merton, Sutton), statutory agencies (Natural England and Environment Agency), landowners (National Trust and Mitcham Common Conservators and local community organisations (Wandle Valley Forum and Wandle Trust).





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Unlike other regional parks, the Trust was established with no core development funding, nor a clear business model. Nonetheless, we have demonstrated a strong four-year track record by securing investment, political support, and partnership opportunities. This has culminated in our new five-year strategy which sees the Trust recast as a dynamic and enterprising organisation, which coordinates the resources, organisations and people to realise our vision for the Wandle Valley. In addition, we have been successful in attracting funding and partner support from the HLF and other key stakeholders including the GLA, to develop a new model of management for the delivery of Green Infrastructure in a sub-regional context. <http://wandlevalleypark.co.uk/strategy>.

#### **Responsibilities of the Wandle Valley Project Officer:**

The role of Wandle Valley Project Officer has been created through funding from the HLF and partners to oversee the smooth running of the *HLF Resilience Project* over 12 months and to support the part time CEO with general duties and project delivery.

#### **You will work with:**

- the CEO to ensure the smooth running of the HLF Resilient Project over 12 months and general support of project delivery
- the Board of Trustees and Wandle Valley Stakeholders
- a team of external consultants who will be leading the *HLF Resilience Project*
- our stakeholders, partners, and the wider Wandle Valley community
- volunteers from our pilot *Wandle Rangers* programme

#### **Your duties will be:**

- Liaising and engaging with the individuals and groups named above
- Ensuring project documentation is up-to-date and available to staff, consultants and funders as necessary
- Coordinate, provide support and secretariat duties at project management meetings, learning events and other engagement opportunities, providing agendas, minutes and communication with participants in between meetings
- Communicating with, and promoting activities and events to the wider Wandle Community and London network through newsletters, updating the Trust's webpages and through social media
- Managing volunteers





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- General project management, ensuring milestones are reached project outcomes are evaluated and feedback obtained
- Help to coordinate the work of consultants, our small staff team, contractors and volunteers
- Health and Safety of the project – ensuring that all risk assessments are produced and followed
- Work with the consultants, GLA and Lee Valley Regional Park to organise and coordinate events and seminars
- Coordinate recruitment, induction and training of the Wandle Rangers volunteers
- Working with volunteers and consultants, oversee the development of our first *Wandle Wonder Box*; a refurbished shipping container which will be used store tools and bikes
- Ensure that all finance systems in relation to the HLF and other funding are monitored and managed, including cashflow sheets and claims and reports to HLF
- Ensure all data from all project events and activities are recorded and evaluated

### **Personal Specification: Wandle Valley Project Officer**

#### **Attributes:**

You will be:

- Educated to relevant degree or equivalent
- Skilled/ experienced in contract and project management
- Used to working in an environmental / heritage setting / charity setting
- Able to work with multi-skilled teams
- Experienced in community stakeholder management
- Familiar with the UK environmental regeneration field, relevant policies and funding
- Skilled at creating promotional and interpretative materials including press releases and surveys
- Experienced in managing budgets
- Experienced in recruiting and managing volunteers
- Skilled in creating content for WordPress web pages and social media platforms

#### **Skills:**

You will have:

- Understanding of project appraisal and evaluation skills





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- Ability to plan, organise and carry through activities and coordinate input from various agencies
- Ability to multi task with good time management skills
- Good IT, social media and communication skills (both written and verbal) using social media and WordPress, Survey Monkey
- Good general administrative and secretariat skills with sound computer literacy
- A general understanding of health and safety requirements, equal opportunities, diversity, and safeguarding.

#### **Personal attributes:**

You will be:

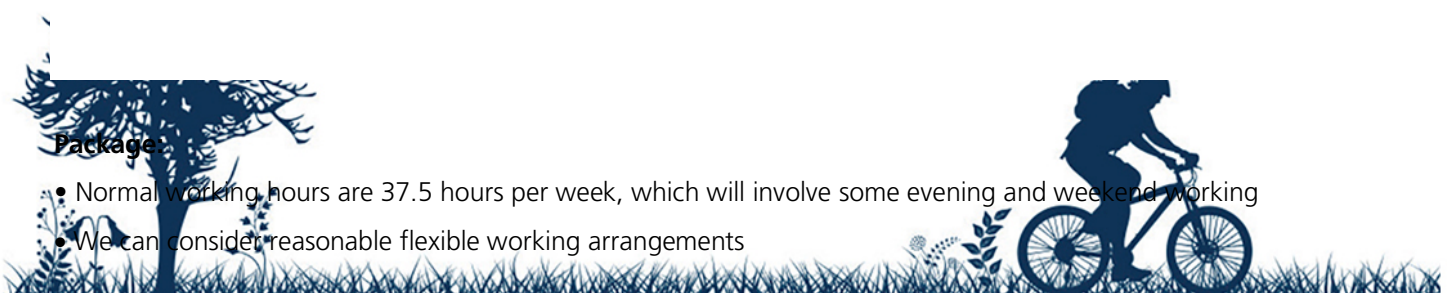
- A self-starter, with confidence and motivation
- Passionate about *green infrastructure* and projects that deliver change and environmental regeneration
- Comfortable working alone
- Willing to do occasional weekend and evening work
- Able to work under pressure
- Sympathetic and adaptive approach to different groups
- Energetic and enthusiastic

#### **Additional information:**

- The job is advertised as a full-time post on a fixed term contract of 12 months.
- We welcome applications from self-employed consultants and secondees as well as PAYEE applicants.
- The appointment is subject to a three-month probationary period.
- No person shall be treated less favourably than another on the grounds of sex, sexual orientation, marital status, race, ethnic or national origin, religion, colour, age or disability.
- Appointment is conditional upon receipt of satisfactory references.

#### **Package**

- Normal working hours are 37.5 hours per week, which will involve some evening and weekend working
- We can consider reasonable flexible working arrangements





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- We can pay up to 10% contributory pension
- Overtime is not paid, but time may be taken off in lieu by prior agreement
- The WVRPT holiday allowance for full time workers is 28 days a year plus statutory holidays.
- Salary - £25,000

### How to apply:

This is a fabulous chance to be involved in a truly ground-breaking piece of work and we would ideally want our new Project Officer to start as soon as possible.

### **Please send by email**

- A covering letter
- Full CV
- A summary (no more than two sides of A4) showing in detail how you meet the person specification outlined above. This includes demonstrating how you meet the attributes and skills listed above evidence of how you meet the person specification to:

**to Sue Morgan**      [info@wandlevalleypark.co.uk](mailto:info@wandlevalleypark.co.uk)

**Closing date:**      **16<sup>th</sup> April 2018**

All applications for this position will be subject to enhanced DBS clearance and be subject to references.

*For information on our projects, Trust and Regional Park please visit our web pages:*

*[www.wandlevalleypark.co.uk](http://www.wandlevalleypark.co.uk) and see our [strategy document](#).*

### **Related news articles**

*[Wandle Valley Regional Park Trust receives cash boost of £166,000, from The National Lottery and supporting partners.](#)*

*[£166,000 "game changer" funding for Wandle Valley Regional Park Trust](#)*

*[How will HLF funding help develop the UK's newest parks trust?](#)*

For more information visit our web pages: [www.wandlevalleypark.co.uk](http://www.wandlevalleypark.co.uk)

