

Estates and Community Assistant

Job Title:	Estates and Community Assistant
Reports To:	Estates and Community Officer
Salary	£26,000
Terms:	Permanent 36 hrs p/w
Location:	Birchwood Office, Warrington/Hybrid working

About the Role

The Warrington portfolio consists of open spaces, predominately grouped across 3 main areas of Warrington and are managed by the Estates and Community Officer. The Estates and Community Assistant post will assist the Estates and Community Officer with the day-to-day management of the Warrington Portfolio, by working closely with Land Trust colleagues, managing agents, partners and external stakeholders. In addition to taking the lead in delivering activities to maximise our charitable objectives on Land Trust sites, such as working with local communities to deliver volunteering activities and community events etc. The role will predominantly focus upon sites across Warrington, with the post holder also providing similar support to the Estates Manager NW and WM in these areas.

RESPONSIBILITIES

Main duties will include:

- Supporting the Estates and Community Officer Warrington and Estates Manager NW and WM, predominantly across sites in Warrington but also across North West and Midlands sites.
- Lead and support community engagement activities, including volunteer days, health walks and educational events.
- Develop and maintain strong relationships with volunteers, community groups and trainees.
- Identify opportunities for Green Angels projects in Warrington, delivering in collaboration with training providers and third-party organisations. Advertising courses, recruiting and supporting course trainees.
- Respond promptly and efficiently to all enquiries, including members of the public, external partners and volunteers etc. in line with the Land Trust's Customer Commitment timeframes.
- Maintain the necessary administrative systems to ensure effective site management and monitoring.
- Lead on and issue licences and permits using an established system.
- Conduct site inspections, document and feedback any issues.
- Liaise with the Estates and Community Officer and/or landscape maintenance contractor on contractual issues.
- Support contract administration through attendance of regular contract meetings and production of minutes.

- Produce risk assessments for events as required. Conduct health and safety documentation checks for external contractors, managing agents and training providers.
- Work with the Land Trust Communications and Marketing Team to ensure sites and their activities are effectively and appropriately promoted, liaising with managing agents to maximise opportunities.
- Champion the role that well maintained open spaces have in the creation and development of sustainable communities around the sites we manage.
- Ensure that Trust policies are promoted and implemented as part of site management including Stakeholder and Community Engagement Strategies.

Other duties

- Represent the Trust at a local or regional level.
- Deputise for the Estates and Community Officer when necessary.
- Ensure all relevant Trust policies and procedures are adhered to e.g. Health and Safety.

PERSON SPECIFICATION

Essential skills/experience:

- Experience of delivering community engagement, volunteer and/or training activities.
- Confident in working with a range of people and groups.
- Ability to build and manage working relationships across all levels.
- Ability and confidence to work on own initiative, as well as part of a team, and to resolve problems as they arise, remaining calm under pressure.
- Resourceful, with flexible approach to work and challenges.
- Confidence to manage competing priorities.
- An awareness and empathy of different audience needs and motivations.
- High level of tact, diplomacy and confidentiality.
- Excellent written and verbal communication skills.
- IT literate with proven skills in using MS Office packages.
- Knowledge of and interest in the environment and/or open spaces for public benefit.
- Knowledge of relevant Health and Safety regulations.

Desirable:

- Relevant educational qualifications.

OTHER RELEVANT INFORMATION

- Based at the Land Trust office, Birchwood, with regular site attendance and hybrid working.

- The post holder is required to act flexibly and undertake other duties and responsibilities commensurate with the post as discussed with the Estate and Community Officer.
- Working outside, physically able to get to sites not accessible by vehicle.
- Some evening, weekend and bank holiday working may be required.
- Visits to other Land Trust sites and offices.
- The post holder will be required to travel by car and public transport as necessary to fulfil their role effectively. Note, some sites are remote and not accessible by public transport.
- The post holder will have a current valid driving licence.
- Business travel costs will be reimbursed
- The role will require a DBS check.

Salary and Benefits

- A salary sacrifice pension scheme, with LT matching employee contributions up to 6%
- Life Insurance (4 x salary)
- Flexi time and hybrid working
- 26.5 days holiday per year plus bank holidays, increasing to 31.5 days with service
- Option to buy additional holiday
- Employee Assistance Program
- Health Care Cash back scheme (Medicash)
- Training and Development support
- Enhanced Family leave

APPLICATIONS

Must have the right to work in the UK. A DBS check will also be required for this role.

Applicants should send a CV and covering letter to: recruitment@thelandtrust.org.uk

Closing date: Sunday 13th September 11:59pm

First interviews by MS Teams: Thursday 1st and Friday 2nd October

Second interview will be in person on: Friday 9th October

The Land Trust is committed to the principle of equal opportunity in employment and its employment policies for recruitment are designed to ensure that no job applicant or employee receives less favourable treatment on the grounds of age, disability, gender re-assignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

ABOUT THE LAND TRUST

The Land Trust is the UK's premier green space management organisation, offering outstanding stewardship and delivery for clients, communities and the environment.

Our aim is to create and maintain sustainable high-quality greenspaces to improve the quality of people's lives and enhance the environment both now and for future generations.

Our vision is to improve the quality of people's lives by creating sustainable, high quality green spaces that deliver environmental, social and economic benefits.

We manage over 90 sites across the UK and help a wide range of public and private landowners who, for a variety of reasons, want to pass on responsibility (or liability) for the management of sites, public open space or new green infrastructure to find bespoke long-term funding and, management solutions. These can include service charges, section 106 or endowment, or a hybrid of funding sources. Our current endowment portfolio of approximately £180m provides the financial resources to ensure that our endowed sites are managed to a good standard and contribute to the wellbeing of the communities by which they are surrounded.

Our work is guided by the delivery of our five charitable objectives: Health and Wellbeing, Environment and biodiversity, community cohesion; Education and learning; and economic vitality.