

Job Description

Job title	Greenspace Development Partnership Officer
Directorate	PLACE : Regeneration, Culture and Environment
Division	Regeneration Delivery – Greenspace Development
Range	Range 4
Reports to	Principal Greenspace Development Officer

Main purpose of the job:

To lead and support opportunities for community engagement and partnership working in open spaces, including working with Medway's Friends, volunteer groups and stakeholders to work towards open space improvements.

To continue the successful delivery of Medway's Green Flag Awards and support continued improvements of the open spaces.

Liaise with stakeholders in a way that promotes the [vision and values](#) of the Council.

Accountabilities and outcomes:

Organise the delivery of Friends and volunteer groups to add to operational capacity and community engagement supported by an annual programme of events and volunteer tasks driving park improvements and Green Flag Award submissions.

Supporting a programme of successful Green Flag Award submissions maintaining and expanding the current target of eight, engaging with key stakeholders to ensure positive partnership working including with Medway Norse and contractors to ensure open spaces are being maintained to a high standard. This includes updating the management plan and leading on delivering the action plans within them.

Providing practical and technical support to existing and new volunteer groups to improve community engagement to align with Council policy and procedures on community engagement.

Manage and monitor risk assessments for Greenspace tasks, events and activities.

Work in close partnership with Corporate Communications to ensure that community projects and consultation events are well publicised and thereby well attended and assist with public consultations on greenspace projects. Support the workings of the Medway Urban Parks & Greenspace Forum (MUGS) and the Countryside Forum to raise the profile of Friends groups and volunteering.

Identify and secure external grant-aid in partnership with Friends Groups and act as a co-ordination point for partnership working with internal and external partners, stakeholders and funders.

At the discretion of the Head of Service, such other activities as may from time to time be agreed consistent with the nature of the job described above.

Key Corporate Accountabilities:

To work with colleagues to achieve service plan objectives and targets.

To understand and actively keep up to date with GDPR responsibilities, including completing regular refresher training.

Safeguarding is everyone's responsibility: all employees are required to act in such a way that safeguards the health and well-being of children and vulnerable adults.

To participate in the Performance Appraisal process and contribute to the identification of own and team development needs utilising the Career Development Framework.

To actively promote the Council's Fair Access, Diversity and Inclusion Policy and observe the standard of conduct which prevents discrimination taking place.

To ensure full compliance with the Health and Safety at Work Act 1974, the Council's Health and Safety Policy and all locally agreed safe methods of work.

To fully understand and be aware of the commitment to the duty under Section 17 of the Crime and Disorder Act 1998 to prevent crime and disorder.

Promote the Medway Carbon Neutral by 2050 commitment; supporting the Council action plan to ensure we play our part in addressing the climate emergency.

Organisation:

This role reports to the Principal Greenspace Development Officer

The post holder will not be required to line manage others but may be required to direct, coordinate or train other employees.

The post holder will be required to liaise with all stakeholders both internal and external to the organisation.

Working Style:

HYBRID - a flexible working arrangement whereby an employee can undertake their work either in the office and/or partially or mainly from home on a temporary or permanent basis.

Person specification

Qualifications

- A qualification in amenity park management or related land management subject to a minimum of HND standard is essential
- A degree qualification in amenity park management or related land management (desirable)
- First aid qualified, with ongoing refresher training

Knowledge

- Awareness and applied knowledge of Green Flag Awards and the criteria
- Basic horticultural knowledge
- Working knowledge of marketing and capacity building
- Parks management and development

Experience

- Working with volunteers, community groups and external organisations
- Effectively managing the interface with elected members and portfolio holders
- Experience of leading activities and education sessions
- Event management and risk assessments
- Practical experience around open space management
- Budget management, with delegated responsibility to manage specific budgets or external aid grants

Skills

- Proficient in the use of Microsoft Word, Excel and Outlook
- Full driving valid for use in the UK and access to own transport for work purposes
- Skilled at managing and motivating users and groups
- Competent to undertake frequent lone working and outdoor working all year round
- Work effectively with volunteers, community groups and external organisations
- Excellent communication skills with ability to respond respectfully and effectively with internal and external customers at all times