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| **Kickstart Scheme jobs template**  **Completing the template**  You may need to save several versions of this blank template, depending on how many roles you are submitting.  You must only submit job templates for the number of roles specified in your Grant Offer Letter.  A template must be completed for each job you are offering. For example, if you are offering 30 jobs split across two roles – a clerical assistant and a retail assistant - you need to complete two templates.  You must complete the template at the end of this form. If your jobs are in more than one location, use a row for each.  Please do not use acronyms when completing this document. |

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| **Kickstart Scheme Application ID** (10 characters beginning with KS) |  |
| **Job vacancy title** | Revitalising our Estuaries – Estuary Ranger |
| **Company name** | Groundwork NE & Cumbria |
| **Company postcode** | TS13 4PR |

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| **Job summary**  Use plain text only. Do not use, for example,bullet points or tables to lay out this information.  Summarise the job, to give an overview of the main responsibilities and key activities that the person will be carrying out.  It is not necessary to give lots of background about your company.  If the job is homeworking, please specify:   * if there will be a requirement to attend a work location during the 6 months of employment * the address and postcode of the locations they will be required to attend * how often they are expected to attend these locations |
| Groundwork is an environmental charity with a mission to mobilise practical community action on poverty and the environment. It is passionate about creating a society made up of vibrant, healthy and sustainable communities that have the resources and resilience to shape their own destiny. This Marketing Assistant role will be an important part of delivering this aim. As part of our regional charity with a £10 million annual turnover, you will help to develop and implement our new Revitalising our Estuaries (RoE) project which aims to protect and enhance our North East River Estuaries, fighting climate change and creating over 40 new jobs.  RoE is an exciting new programme supported by the National Lottery (and DEFRA/EA) and their [Green Recovery Challenge Fund](https://www.gov.uk/government/news/40m-second-round-of-the-green-recovery-challenge-fund-opens-for-applications), a national multi-million pound boost for green jobs and nature recovery. The project will support nature and economic recovery in 6 areas across the North East as we recover from Covid and to help fight climate change . Project activity will take place from the Wansbeck & Blyth Estuaries in Northumberland to the, Tyne& Wear, Tees and Esk in North Yorkshire . It will deliver impressive, high profile habitat protection and creation schemes to help improve and save our estuary habitats and the wildlife found there.  The post holder will operate in local communities and will be able to communicate positively and effectively with local people providing a professional and high quality service. Under the direction of the Revitalising our Estuaries Project Coordinator they will carry out practical tasks to enable achievement of the work programme ensuring deadlines are met whilst maintaining quality.  This role will be part of Groundwork’s unique Kickstart staff development modules with training around surveying and monitoring skills, impact evaluation, community engagement, carbon literacy as well as anything else applicable to your role. This role will include opportunities for the post holder to develop their skills and experience through training/webinars/coaching in any specific areas of interest within Groundwork’s field of work; from Youth, Employment, Skills, to Community Activism, Health & Wellbeing or Landscape Improvement/ Nature Recovery Projects.  **Key Area: Implementation of Practical Tasks.**   * To assist the Estuary Coordinator to implement a variety of tasks including environmental improvements, soft landscaping, horticultural activities and access maintenance. * To assist the Estuary Coordinator to identify required resources to achieve the agreed work programme. * To to ensure that quality is maintained at all times. * To ensure safe use of tools and equipment including the care and maintenance of all tools and equipment vehicle and PPE checks reporting issues or replacement needs to the line manager. * To maintain accurate records including hours of work, job sheets, training undertaken as requested   **Key Area: Health & Safety**   * Ensure that all work is carried out to conform to the highest levels of health and safety requirements ensuring the safety of the general public and participants. * Carrying out individual PPE Assessments and ensuring conformance before tasks are undertaken. * Contribute to the risk assessment process and ensure good understanding of all hazards and risks identified.   **Additional responsibilities**   * Attend weekly coaching sessions with line manager and maintain a positive approach to personal development. * Comply with the Trusts’ Health and Safety policy in all employment practices * Comply with other relevant policies and proceedures * Maintain the integrity of the Groundwork North East brand at all times * Undertake any training and development deemed necessary for the pursuance of the post. |

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| **Essential skills, experience and qualifications** |
| Some experience of gardening, landscaping, environmental conservation preferred  Understanding of risk assessment process and willingness to adhere to Health and Safety requirements  Ability to perform physical work outdoors in all-weather  Interest in the environment including rivers/coasts and estuaries  Must be over 18 years old. |

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| **Hours per week** This should be a minimum of 25 hours per week on average each month.  Only enter whole hours (for example, do not put 25.5) | 25 Hours |
| **Working pattern**  For example, 9am to 1pm, Monday to Thursday.  Include any shift patterns.  (Maximum 100 words) | 3 days at 6 hours per day  1 day at 7 hours per day |
| **Hourly rate of pay**  £ per hour or ‘national minimum wage’ See www.gov.uk for further information on the National Minimum Wage. | National Minimum Wage |

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| **Employability support**  Use plain text only. Do not use, for example,bullet points or tables to lay out this information.  As part of your agreement, Kickstart Scheme participants must be provided with support, to improve their employment prospects and help them move into long term sustained employment.   1. How will you help to develop the young persons teamwork and communication skills? 2. What training will the young person receive as part of the role? 3. How will you help the young person improve their job prospects?   You will have already submitted this information, as part of your Kickstart Scheme application.  Note: Please tell us if this support is being provided by a third party.You will need to tell us:  who is providing the support  when and how often  how it will be delivered  where it will be delivered (online or at a separate location)  **See next page…….** |
| * Induction to Kickstart, the placement role and employer * Support with interview preparation and back ground information of employer prior to interview * Better off in work calculations and information on additional benefits * Assessment of current level of skills and experience to support in developing training package in line with placement and long term job goal * Project budget to provide specific training tailored to an individual’s needs for example chainsaw licence, brushcutter, pesticide application and working by water. * Full PPE relevant to any technical tasks carried out during their employment * Learning how to tailor CV’s to sector specific roles * Support in the transition of starting the placement e.g. benefits, travel to work plans * Regular 1 to 1 reviews with personal advisor to progress within the work placement and support in sustaining employment * Understanding of H&S at work including Covid-19 awareness and provision of any COVID related PPE * Relevant webinars to suit post holders interest * Coaching/ support on personal development. |

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| **If your vacancies are in more than one location, please complete a separate row for each** | | | | | | | | | |
| **Where is this job based?** | **No of jobs at this location** | **When do you want to start advertising this job?** | **Maximum number of referrals** **you wish to receive per job** | **Is public transport available** **to this location?** | **Full address and postcode of the job location** | **Contact name, email and phone number** for this job | **Closing date for applications** | **How to apply** | **Anticipated start date** for this job |
| Office base: Pegswood – Gateshead (will be transported to sites in Northumberland). Possibility to meet on site should the applicant be based in Ashington / Blyth areas. | 5 | TBC | 20 | Y | Groundwork NE & Cumbria, Union Depot Pegswood Village, Morpeth NE61 6RG | [Gnec.ksjobs@groundwork.org.uk](mailto:Gnec.ksjobs@groundwork.org.uk)  Hellen Hornby  07548223757 | 13/09/2021 | Complete application form found on –  **www.groundwork.org.uk/kickstart-ne-cumbria/**    Ensure reference RoE is put on form and return to:   [**GNEC.KSJobs@groundwork.org.uk**](mailto:GNEC.KSJobs@groundwork.org.uk) | September 2021 |
| Sunderland (will be transported to sites in Tyne and Wear) | 5 | TBC | 20 | Y | Groundwork NE & Cumbria, 6 Norfolk Street, Sunderland SR1 1EA | [Gnec.ksjobs@groundwork.org.uk](mailto:Gnec.ksjobs@groundwork.org.uk)  Hellen Hornby  07548223757 | 13/09/2021 | Complete application form found on –  **www.groundwork.org.uk/kickstart-ne-cumbria/**    Ensure reference RoE is put on form and return to:   [**GNEC.KSJobs@groundwork.org.uk**](mailto:GNEC.KSJobs@groundwork.org.uk) | September 2021 |
| Middlesbrough (will be transported to sites on the Tees and Esk). Possibility to meet on site should the applicant be based in the Whitby area. | 5 | TBC | 20 | Y | Groundwork NE & Cumbria, Linthorpe Cemetery Lodge, Burlam Road, Middlesbrough TS5 5AP | [Gnec.ksjobs@groundwork.org.uk](mailto:Gnec.ksjobs@groundwork.org.uk)  Hellen Hornby  07548223757 | 13/09/2021 | Complete application form found on –  **www.groundwork.org.uk/kickstart-ne-cumbria/**    Ensure reference RoE is put on form and return to:   [**GNEC.KSJobs@groundwork.org.uk**](mailto:GNEC.KSJobs@groundwork.org.uk) | September 2021 |