

JOB DESCRIPTION

Job Title:	Placement Project Worker
Duration:	48 weeks
Hours:	Full time, 35 hours per week Monday – Friday 09:15-16:35
Responsible to:	Earthworks Project Leaders
Location:	Earthworks St Albans, Hixberry Lane, St Albans AL4 0TZ
Purpose of the job:	To assist the Earthworks site and office staff in the every day running and development of the charity. To research and develop a placement project suitable to the needs of Earthworks.

Duties and Requirements:

- To research and deliver a suitable placement project that will benefit Earthworks, utilising academic skills, knowledge and resources.
- To assist the Project Leaders and the staff team in the everyday running and development of Earthworks.
- To take responsibility for managing a specific area of the Earthworks site as agreed with the Project Leaders.
- To work with, train and support earthworkers and volunteers in outdoor skills and activities, primarily at the Earthworks Hixberry Lane site.
- To have a keen interest in, and experience of, one or more of the activities undertaken at Earthworks: horticulture, ecology, woodworks, minor construction, sustainable technology, organic growing and country crafts.
- To provide a high quality of person – centred care, enabling individuals to achieve and develop.
- To identify jobs, plan and deliver activities on site alongside the site staff team.
- To assist with projects and activities on and off site as necessary, this may include but is not limited to: horticulture, conservation, crafts, maintenance of the site and event preparation. Occasional out of hours work (e.g. evening and weekend) may be required, remuneration will be made by time off in lieu.
- To assist in publicity for Earthworks: writing articles for the website and newspapers and contributing to newsletters.

- To liaise with outside organisations, creating and maintaining a positive working relationship.
- To assist the site staff team in setting and monitoring earthworkers' goals.
- To complete end of day work sheets with earthworkers to note their daily activities and record these in their progress files.
- To direct volunteers where required.

General Duties and Responsibilities

- To fully understand and be committed to the general aims and objectives of Earthworks.
- To manage behaviours that challenge in line with Earthworks' policy, including the completion of incident forms.
- To attend regular staff team meetings and 1:1 supervision meetings.
- To support the training and development of earthworkers, volunteers, placement students and other staff.
- To attend training as necessary or appropriate.
- To share the responsibility for cleaning the toilets, kitchen and other areas of site on an informal rota basis.
- To supervise earthworkers during their tea and lunch breaks.
- To make and distribute tea/coffee to earthworkers, volunteers and staff on an informal rota basis with the staff / volunteer team.
- Working within Earthworks' policies and procedures to provide a high quality of service and in particular always having a high regard for the organisation's Equal Opportunities policy.
- To act in accordance with General Data Protection Regulations (2018)
- To act in accordance with the Health & Safety at Work Act (1974) and the organisation's Health & Safety policy statement.
- To be physically fit, practical and able to work outdoors most of the time.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.