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###### Groundwork London Job Description

# Job Title: Green Team Programme Manager

**Responsible to:** Director Youth Employment and Skills

**Responsible for:** Green Team Supervisors, Project Officer, Trainees

Location: Across all Groundwork London sites as required

Job Background:

The delivery of Green Team training programmes is a vital part of Groundwork London’s Employment Skills & Training programme. The Green Team Programme Manager leads and manages the Green Team Programme which oversees the grounds maintenance and landscaping contracts delivered by the teams.

The Programme Manager is responsible for ensuring all our contracts are delivered on time and to budget, and that our long term unemployed trainees are offered the best opportunity to develop their skills and experience through which to gain the necessary qualifications and experience to enable them enter horticulture roles within Green and Open Space programmes and initiatives.

The post-holder line manages the Green Team Supervisors, Support Officer.

Main Objectives:

* Line management of Green Team Supervisors, ensuring staffing, resource allocation and management and staff/trainee skills are effectively and efficiently employed.
* Secure, cost, plan and deliver an annual programme of landscaping and ground’s maintenance works for delivery through Groundwork’s Green Teams.
* Manage sub-contractors effectively on site, ensuring their competence and the quality of their delivery is to the highest standard.
* Oversee the management, training and supervision of trainees undertaking landscape improvement and maintenance projects across Groundwork London’s operational area.
* Ensure best practice and compliance with Groundwork London’s internal project management and H&S systems and procedures, guaranteeing all resources are properly controlled and managed and that agreed financial processes are adopted and used at all times.
* Ensure all Green Team work is carried out to the highest quality, meeting the expectations and targets set by our clients.

Key Tasks & Responsibilities:

* Allocate staff resources to ensure the successful delivery of Green Team training programmes, of landscape maintenance and/or green space physical improvement contracts.
* Work closely with the employment team to ensure all available training spaces on the Green teams are filled.
* Maintain an accurate and comprehensive understanding of all Green Team output and financial target requirements, ensuring these are monitored and remedial action taken as required.
* Using the Groundwork London’s Project Management System, oversee the budgets and financial performance of work delivered by Green Teams, including cost control, invoicing and the provision of timely information relating to Green Team trainees for payroll.
* Provide line management support for the Green Team Supervisors operating across London, including continuous performance management and development through performance appraisals, regular 1:1s, access to training opportunities, the establishment of personal development plans, and site based observations of the delivery of accredited training.
* **Provide direct delivery support as required to Green Team Supervisors working on complex projects.**
* Liaise with members of Groundwork London’s Community and Landscape Design Service teams, providing an internal customer service that delivers maintenance and physical improvement works.
* Maintain strong working relationships with our clients: ensuring the Trust meets the contracted reporting requirements of funders and stakeholders, and keeping them updated with progress.
* Ensure that appropriate and agreed administration and paperwork are completed for all customers of Green Team activities.
* Undertake Green Team Supervisor duties as and when required.
* Procure the necessary project resources including materials and equipment ensuring compliance with Groundwork’s procurement and sustainability procedures.
* Price work and provide quotes to customers and support the Fundraising Team on the submission of major tenders.

Other Responsibilities

* Undertake any other related responsibilities commensurate with the evolving objectives of the post and the evolution of the Trust, as may reasonably be requested by the Director
* Work with due regard for Groundwork’s core values and objectives
* Ensure the effective implementation of and adherence to, the Trust’s Diversity, Equal Opportunities and Health and Safety policies and procedures.
* Support the training team in the delivery of horticultural training through providing IV, input to course planning, direct delivery of sessions if required.
* Support the employment team to build strong partnerships with landscapers and grounds maintenance companies, resulting in vacancies for our trainees.
* Lead the team to actively support, in their daily operations and duties Groundwork London’s Environmental Management System, being aware of the impact on the trust’s carbon foot print and minimise energy usage and other wastage in carrying out this role.

Personal & Professional Development

* Participate in the Groundwork London Performance Management and Appraisal process, and agree short, medium and long term goals with line manager, and with direct line staff.
* Identify learning and development needs with line manager and evaluate T&D to demonstrate needs have been met.
* Share best practice and achievements, and actively seek opportunities to present outcomes and case studies.
* Contribute to the learning of others across the organisation by sharing knowledge and skills both informally and formally by participating in the trust’s training and development programme.

**July 2024**

**Person Specification – Green Team Programme Manager**

**Note to Applicant:** When completing your application form, you should demonstrate/evidence of your experience, knowledge, skills & education in your application based on these criteria for the post. The grid also show at which stage of application and interview these are scored.

| **Criteria** | | **Essential or Desirable** | **Application form** | **Interview** | **Task or**  **Portfolio** | **Certificates or Qualifications** |
| --- | --- | --- | --- | --- | --- | --- |
| 1 | A relevant horticulture and/or landscaping / management qualification such as a BTEC, NVQ or RHS at Level 3 (minimum requirement) | **E** | **✓** |  |  | **✓** |
| 2 | Substantial experience supervising the completion of hard & soft landscape projects. | **E** | **✓** | **✓** |  |  |
| 3 | Relevant Vocational Assessors Qualification and IOSH Level 3 H&S in the Workplace | **D** | **✓** |  |  | **✓** |
| 4 | Ability to provide support, advice, direction and motivation for staff based in different geographical locations across London | **E** | **✓** | **✓** | **✓** |  |
| 5 | Ability to oversee staff who are delivering accredited training programmes ensuring that all QA requirements are met | **D** | **✓** | **✓** |  |  |
| 6 | Ability to plan and manage complex work programmes, allocating resources, prioritising tasks, delivering results on time and to budget, and providing solutions to fix issues as raised by stakeholders and clients | **E** | **✓** | **✓** | **✓** |  |
| 7 | Ability to drive quality standards upwards for both landscape construction and grounds maintenance schemes delivered by Groundwork London trainees, including providing constructive feedback to staff if these standards are not met | **E** | **✓** | **✓** | **✓** |  |
| 8 | Ability to undertake and supervise hard and soft landscaping projects adhering to project briefs, specifications and budgets | **E** | **✓** | **✓** |  |  |
| 9 | Ability to supervise the delivery of landscaping projects by team members who hold limited skills and experience | **E** | **✓** | **✓** |  |  |
| 10 | Ability to effectively instruct and manage sub-contractors in order to deliver projects | **E** | **✓** | **✓** |  |  |
| 11 | Ability to understand and interpret construction drawings | **E** | **✓** | **✓** | **✓** |  |
| 12 | An understanding of, and ability to implement relevant Health & Safety legislation | **E** | **✓** | **✓** |  |  |
| 13 | Ability to use MS office (Word, Excel) Internet and Email, GL project and financial management systems | **E** | **✓** |  |  |  |
| 14 | Ability to build and maintain productive working relationships with colleagues across the Trust | **E** | **✓** | **✓** | **✓** |  |
| 15 | Excellent interpersonal, written and oral communication skills | **E** | **✓** |  | **✓** |  |
| 16 | An understanding of the barriers facing unemployed clients in their journey to paid employment | **D** | **✓** | **✓** |  |  |
| 17 | A willingness to be flexible in work patterns and to fulfil occasional evening and weekend duties | **E** | **✓** | **✓** |  |  |
| 18 | Commitment to Groundwork London’s diversity, equality and inclusion in practice in the workplace and across communities | **E** | **✓** | **✓** |  |  |
| 19 | Full driving licence with the ability to be reasonably insured on our policy. | **E** | **✓** |  |  | **✓** |

Appointment to this post is subject to an enhanced DBS Check as our programme delivers some work in schools.