



Friends of Tower Hamlets Cemetery Park

(a charitable company limited by guarantee)

Job Description - Senior Cemetery Park Officer (permanent)

Job Title	Senior Cemetery Park Officer	Hours	37.5 hrs per week
Salary	GBP 36,432 with pension contribution.	Location	Tower Hamlets Cemetery Park Southern Grove E3 4PX
Contract	Permanent - starting in June 2025	Application process	Please send a CV and cover letter to contact@fothcp.org . The application period is scheduled to end on the 28th April 2025.
Date	11th March 2025		

Organisation Purpose and Structure

The Friends of Tower Hamlets Cemetery Park is registered charity 1107138, and a Company Limited by guarantee 5233566. The organisation is led by a Board of Trustees. The day-to-day management of the organisation is determined by a small staff team, led by the Cemetery Park Manager.

About the Friends of Tower Hamlets Cemetery Park

The Friends of Tower Hamlets Cemetery Park (FoTHCP) is an award-winning charity working to protect, conserve and care for the Cemetery Park. The site includes one of the historic 'Magnificent Seven' Victorian-era London cemeteries and adjoining areas including Scrapyard Meadow and Ackroyd Drive Greenlink. The 31-acre Local Nature Reserve is a Site of Metropolitan Importance for Nature Conservation and London's most central urban woodland.

Our passionate trustees, staff and volunteers share their energy, expert knowledge and vision to shape the future of the park for the benefit of all who use it.

Founded in 1990, we are the custodians who seek to protect, commemorate and share the history of Tower Hamlets Cemetery Park (THCP) and maintain and develop it for enjoyment, remembrance and learning. We aim to improve London's natural environment; public engagement with nature and understanding of its local history; support local health and wellbeing; and build social cohesion. Each year we provide hundreds of activities and volunteer opportunities for the benefit of the local community, many of which are free or subsidised.

Role Purpose

The Senior Cemetery Park Officer will be required to work under the direction of the Cemetery Park Manager and independently. The post holder will undertake a range of activities including:

- Conservation and site management of the Cemetery Park and additional land which together comprise the Local Nature Reserve. This includes working with the Cemetery Park Manager to determine and deliver the site's conservation/green plans (including delivering seasonal work to the SLA, strategic improvement works such as S106 mitigation/Green Flag Award, and other relevant biodiversity/conservation initiatives. This includes personal work, coordinating volunteers/event participants, and directing contractors, in line with applicable policies, best practices and levels of skill and experience.

- Organisation and delivery of events and activities which cater to a wider audience (Corporate Volunteers, Community Volunteers, School Groups, Event ticket-holders) and span a range of conservation and heritage topics. It is expected that the Senior Cemetery Park Officer will have some experience to lead these events directly, and also work with contractors / subject matter experts as appropriate.
- Responsibility for buildings/facilities management, specifically the Lodge Yard. Support the establishment of procedures and booking processes for users of these premises (and the Cemetery Park). Support the Cemetery Park Manager (and Trustee Board) in liaising with LBTH around contractual and procedural matters, including Lease, SLA.
- Responsibility for supporting the organization's governance and policies, including but not limited to H&S, Safeguarding, Risk Register, including reviewing policies and procedures in collaboration with the Board of Trustees and Cemetery Park Manager.

As a small organisation, the Senior Cemetery Park Officer will also contribute to the day to day running of the charity, including e.g. Health and Safety/Risk Assessments, Fundraising, Grant Applications/Reporting, Community Engagement and Communications (Social Media/Website). The role holder will therefore need to be ready to adapt to a wide variety of tasks, dependent on the ongoing needs and priorities of the site and the charity.

This is an exciting opportunity to be part of a small and dedicated team with plenty of scope for growth and development. We encourage applications from individuals that enjoy working with the general public (including children, vulnerable groups) and who have experience working in agile, small charities.

About You

You will be an organised and motivated individual, with experience working with volunteers and the general public. Ideally you will have worked in parks and/or nature reserves for the last 10 to 12 years, and have hands-on experience of conservation and habitat management work. You'll enjoy working closely with our team while also being able to work independently as required.

The role (like our Charity) is based in Tower Hamlets Cemetery Park, and you will be expected to be onsite within the Cemetery Park and in our office (in the Cemetery Park Lodge).

Job Description

Site management and development

- Daily maintenance and upkeep of Tower Hamlets Cemetery Park and additional designated land (referred to in this document as 'the Cemetery Park') through site walk-arounds, litter picking/changing bin bags and delivering the current plans for habitat maintenance and development with the Cemetery Park Manager, Seasonal Ranger, Trustees and Volunteer groups.
- Being a friendly and approachable face in the Cemetery Park for visitors and guests.
- Work with, organise and supervise community volunteers, corporate volunteers, and work experience students (and others) in carrying out practical nature conservation and heritage tasks on the site. Encourage community engagement in such activities.
- Contribute to ongoing development of site-based policies and procedures including Health & Safety, Risk Assessments, Safeguarding and others as appropriate. Adopt such policies/procedures thoroughly and effectively during activities.

Corporate Volunteering and events

- Organise and run volunteer days and events, including oversight of the marketing/preparation work (including risk assessments, etc), activities-on-the-day, and feedback/invoicing.
- Establish and maintain relationships with key corporate companies and partners.
- Organise, lead and implement events or assist external event leaders on a range of themes including biodiversity, nature conservation, heritage and crafts.
- Organise and lead community activities and events, particularly focused on inclusivity and ensuring all in the community can contribute to and enjoy the Cemetery Park.

Buildings / Premises

- Responsibility for buildings/facilities management, specifically the Lodge Yard.
- Support the establishment of procedures and booking processes for users of these premises (and the Cemetery Park).
- Support the Cemetery Park Manager (and Board) in liaising with LBTH around contractual and procedural matters, including Lease, SLA.

Policies and Governance

- Maintain policies archive, in conjunction with the Cemetery Park Manager and Board of Trustees
- Contribute to drafting/updating of policies, and their adoption within the Organisation.
- Support effective reporting and escalation procedures, with Cemetery Park Manager and Board, including periodic reports.

Organisational tasks

- Attend meetings with partners, local groups and other relevant networks as required and agreed between the team.
- Support fundraising initiatives (eg. Crowdfunders) and grant applications as required, and support with reporting requirements.
- Provide information for newsletters, social media and website on volunteering opportunities, events, and other items of interest as required.
- Assist with maintaining up to date records of contacts, attendance and other key information to enable charity reporting.

The duties as outlined in this document are not exhaustive and may change from time to time due to the changing nature of the working environment.

Person specification**Experience**

You will likely have 10 to 12 years experience as a Parks Officer/Ranger and looking for your next challenge	Essential
Carrying out conservation and habitat management work (with supervision, and independently as directed)	Essential
Experience working in a public facing (small) charity/organisation	Essential
Working with volunteers in an environmental field	Desirable
Working with / coordinating contractors / freelancers	Desirable
Organising or supporting community events	Desirable

Knowledge and Skills

Good knowledge of conservation and habitat management as it applies to the inner city environment	Essential
Excellent communication skills - ability to engage all members of the community / visitors to the site	Essential
Enthusiasm and self-motivation - able to work independently and proactively	Essential
Understanding of H&S and Safeguarding policies and procedures	Essential
Ability to organise workload and manage multiple priorities/tasks	Essential
Basic botanical knowledge (equivalent to FISC Level 2)	Essential
Experienced in use of hand tools / power tools	Essential
Ability to work within a team	Essential
IT competency (Microsoft Office and Excel = essential, Salesforce CRM and WordPress)	Desirable

Additional Requirements

1. The post holder will be required to work flexible hours, including evenings, weekends and bank holidays with Time Off in Lieu applicable. It is envisaged that the post holder will work two or three weekend days per month.
2. This post is subject to an Enhanced DBS check and clearance for the successful candidate.