

# Friends of Tower Hamlets Cemetery Park

(a charitable company limited by guarantee)

## Job Description

<b>Job Title:</b>	Cemetery Park Officer	<b>Reporting to:</b>	Cemetery Park Manager
<b>Salary:</b>	£25,437	<b>Hours:</b>	37.5 hours
<b>Contract:</b>	Permanent		

### Organisation Purpose and Structure

The Friends are an award-winning local charity working to protect, conserve and care for the Cemetery Park and surrounding land. Founded in 1990, our skilled staff and volunteers across nature and heritage bring energy, knowledge and vision to the shape and future of the site for the benefit of all who use it. We work to instil an ethos of freedom in the Cemetery Park as a people-centric charity, exploring history, improving mental well-being and managing the woodland and meadows and heritage for the enjoyment of the community.

### Role Purpose

The Cemetery Park Officer will be required to work as part of a team under the direction of the Cemetery Park Manager. The post holder will undertake a range of activities focussed on visitor management and engagement and will also contribute on a regular basis with the day to day management and maintenance of the Cemetery Park and additional land which, with the Cemetery Park, comprises the Local Nature Reserve.

You'll also deliver events and volunteer work groups, as well as assisting the Cemetery Park Manager with site management and other reserve duties as required. Volunteer tasks, including large corporate volunteer days, run at a high frequency in Summer and Autumn.

The role holder will need to adapt to wide variety of tasks, dependent on the needs of the site and the charity.

This is an exciting opportunity to be part of small and dedicated team with plenty of scope for growth and development. We encourage applications from individuals that enjoy working with the general public. You should be committed to improving access to green spaces for the local community as well as having an interest in the unique history and nature of the Cemetery Park.

### Job Description

#### Role and Responsibilities

The role will include:

- Development, maintenance and upkeep of Tower Hamlets Cemetery Park and additional designated land (referred to in this document as 'the Cemetery Park') as a local nature reserve (LNR) and area of conservation, including daily maintenance activities.
- Implement the mission of the charity in promoting biodiversity, heritage and usage of the Cemetery Park as a recreational and formal/informal educational resource
- Work with, organise and supervise volunteers and work experience students in carrying out practical tasks on the reserve

- Organise and run volunteer project task days for up to 100 participants, including oversight of the booking and invoicing system.
- Organise, lead and implement events or assist external event leaders on a range of themes including biodiversity, nature conservation, and crafts
- Manage interns and apprentices
- Manage the FoTHCP membership database
- Undertake other duties from time to time as instructed by the Cemetery Park manager or Chair of Trustees
- Be familiar with health and safety legislation as it applies to the working in the LNR.
- Deliver training on health and safety to groups and volunteers.
- Develop and implement all key policies and procedures as highlighted by the charity, including risk assessment and safeguarding.
- Litter picking (daily).

The postholder will, in addition:

- Act as an ambassador for the Charity and the Cemetery Park at all times
- Act as a proactive and supportive member of the charity team, providing cover for their work when required
- Create website copy and contribute to FoTHCP social media channels
- Undertake duties at pre-agreed evenings and weekends, with the charity operating a Time-Off-In Lieu (TOIL) system

### Person specification

#### Experience

Carrying out conservation and habitat management work	Essential
Working in an inner-city voluntary sector project	Desirable
Working in an office	Desirable
Working with volunteers in an environmental field	Essential
Working with contractors	Desirable
Organising or support at events	Essential

#### Knowledge and Skills

Good knowledge of conservation and habitat management as it applies to the inner-city environment	Desirable
Basic botanical knowledge (equivalent to FISC Level 2)	Desirable
Excellent communication skills - ability to communicate with all sections of the community and people from different cultural and ethnic backgrounds	Essential
Able to adhere to our ethos of creating a positive visitor experience for all users of the Cemetery Park	Essential
Able to work – with minimum supervision - be self motivated, enthusiastic and energetic	Essential

Interest in or willingness to learn about heritage of a historical cemetery	Essential
Understanding of equal opportunities	Essential
Good IT skills including MS Office and Excel spreadsheets	Essential
Excellent organization skills: ability to keep accurate records and maintain office files	Essential
Understanding of health and safety as it applies to working in the environment	Essential
Current driving license	Desirable
Experience in use of hand tools	Essential
Experience in use of powered tools e.g. strimmer /chainsaw qualification	Desirable
Experience of supervising volunteers	Essential
Ability to organise workload and programme tasks	Essential
Ability to work within a team	Essential

**Other requirements:**

Applicants should be educated to HNC level in Countryside Management (or similar) with proven experience in managing volunteers and wildlife site management. Applicants should hold an appropriate environmental qualification, e.g. a degree or diploma in Ecology, Countryside Management, Forestry/ Woodland Management, Environmental Science or equivalent or have work experience in a related discipline.

This post is subject to a DBS check for the successful candidate.

The post holder will be required to work flexible hours, including evenings, weekends and bank holidays.