



## Job Description

**Job Title:** Project Worker on Kirklees Natural Achievers project.

**Duration:** Contract 1<sup>st</sup> March 2016 – 28<sup>th</sup> February 2018.

**Hours:** Required to work every Tuesday and Wednesday per week. In addition there will be four half days on four Fridays per year. Froglife works a 7 hour day from 9am – 5pm with a 1 hour lunch break.

**Holiday Entitlement:** Pro-rata equals 11.64 days per year. There is a requirement to take holiday at specific times these are as follows:

- Summer break: 9<sup>th</sup> August – 31<sup>st</sup> August 2016 return to work on 6<sup>th</sup> September 2016.
- Christmas break: 21<sup>st</sup> December 2016 – 2<sup>nd</sup> January 2017 return to work on 3<sup>rd</sup> January 2017.
- Holiday dates for 2017/18 will be confirmed once the session schedule has been agreed.

**Salary:** Hourly rate of £12.25 equates to a pro-rata salary of £8,789.38 per annum, paid monthly in arrears.

**Areas to be covered:** Batley East, Batley West, Dewsbury South, Dewsbury West and Dalton. The post will require travelling to and from and within these areas. The post-holder will be expected to be able to get to and from the office and sessions either using their own transport or public transport.

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## 1. Purpose and Scope

The post-holder will coordinate and lead community-based physical activities using the natural environment to provide training in a wide range of skills and to develop peer support/friendship and social opportunities. The project will work predominantly with men drawn from the areas identified above to improve their mental wellbeing. The project will not exclude woman from joining the groups or the possibility of setting up a woman's only group.

Clients will attend sessions one full day per week (Tuesday's) for a twelve week period. During the first six weeks clients will undertake a group project to be followed by another six weeks working on a personal project. The twelve week period will run consecutively and there will be some periods when there will be an overlap between starting a new group and those working on a six week personal project.

The post-holder will work closely with a range of referral agencies and will be expected to have a clear understanding of mental health issues. The post-holder will be required to undergo a DBS check and to undertake Safeguarding Basic Awareness training. Depending on the post-holders qualifications and experience other relevant training will be provided.

## 2. Organisational Relationships

The post-holder will be line managed by Froglife Ltd Chief Executive Officer and will be supported by a Sessional Worker at sessions one day per week.

## 3. Principal Duties and Responsibilities

- Liaise with other organisation to locate suitable areas for clients to undertake nature focused activities (parks, local nature reserves, allotments, community gardens etc.).

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- Liaise with referral agencies to identify suitable clients and to encourage them to sign up to the programme. This will include hosting taster days and providing a range of activities for potential clients to try out.
- Develop a range of outdoor activities for clients to choose from. For example:
  - Pond restoration and/or creation.
  - Making wildlife friendly objects.
  - Installing dipping platforms.
  - General habitat maintenance such as scrub clearance.
  - Pond planting/wildflower meadow planting.
  - Surveying for wildlife.
  - Preparing and hosting events.
  - Artwork.
- The post-holder will provide support to the clients and encourage them to get involved in the programme. The post-holder is not expected to provide advice or guidance regarding client's health and physical wellbeing.
- The post-holder will monitor and evaluate the progress of the clients in accordance with the monitoring procedures and processes of both Kirklees Council and Froglife.
- The post-holder will provide reports as required to Kirklees Council and to Froglife Trustees and Senior Management Team.
- The post-holder will recruit and manage volunteers as required to assist with project delivery
- The post-holder will line manage the Sessional Worker and ensure that their contribution is directed and that they retain job satisfaction.
- The post-holder and Sessional Worker will attend relevant training in order to gain a greater understanding of the issues that the client group face and also relevant conservation training.

#### **4. Other Duties:**

- The post-holder will be expected to represent Froglife at relevant events and to promote Natural Achievers at relevant fora.

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- The post-holder will seek opportunities, and support others in promoting the outputs of Natural Achievers this will include press and social media coverage.
- The post-holder will create a webpage for the project and will ensure that it is kept up to date and fresh.
- The post-holder will be expected to act as a responsible ambassador for Froglife, promoting the organisation to external audiences, and representing our work with disadvantaged individuals.

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