

Hebden Royd Town Council

Climate Emergency and Biodiversity Coordinator

JOB DESCRIPTION

The information on this job description is intended to provide the post holder with an understanding of their responsibilities and the focus of their role within Hebden Royd.

The job description outlines the prime objectives, duties and responsibilities briefly, as it is not possible to specify every item in detail.

POST TITLE: Climate Emergency and Biodiversity/Allotments Coordinator

POST GRADE: NJC Point 21-23 FTE £26,975 - £28,226 (Pay Award Pending)

HOURS: Flexible up to 0.6 FTE (Permanent).

This post supports the planning, development and delivery of the Town Council's Climate Emergency response as outlined in the adopted Climate Emergency Action Plan and Marketing Plan. The post holder will manage the delivery of programmes and co-ordinate interrelated projects at the Town Council. They will build proactive and strong relationships with colleagues, councillors volunteers and partners to effectively implement the response to the Climate Emergency. They will ensure the continued improvement of HRTC owned allotment sites, promoting the service.

1. PRIME OBJECTIVES

- i) Identify and develop projects / initiatives which address climate change issues, both included in and related to the CE Action Plan. Ensure that all work is evidence based and informed by best practice. Undertake research as necessary to inform recommendations and decision-making regarding climate emergency matters.
- ii) Lead on the delivery of a wide variety of projects / initiatives related to the climate emergency ensuring their effective delivery. Enthuse stakeholders in the benefits, value, as well as the fun of climate emergency work.
- iii) Lead on the development of a volunteer group to develop and support projects such as the High Hurst Wood Meadow. Establish a framework of policies and risk assessments to support volunteering and to enable community, school and voluntary sector engagement in the Climate Emergency projects.
- iv) Build and maintain strong working relationships and communicate effectively with all stakeholders, including the local community, schools, voluntary, faith sectors, Calderdale Council to ensure their support for the Council's Projects. Work closely with the Town Clerk and Chair of the Climate Emergency Committee to represent the work of the Town Council.
- v) Support the development and maintenance of the Council's allotments. To encourage and explore with allotment holders a self-management model through the formation of Allotment Associations.

2. SUPERVISORY RESPONSIBILITY

Volunteers

3. SUPERVISION RECEIVED

Reporting to the Town Clerk (with support from the Chairs of the CE Committee and Environment & Allotment Committee). Although supervised, the post holder will be expected to be self-motivated and exercise initiative using professional judgement seeking support as appropriate.

4. RANGE OF DECISION MAKING

Various decisions relating to a specific task or incident on a day to day basis.
How best to employ resources available, whilst maintaining best practice.

5. CONTACTS

Hebden Royd Town Council Officers & Hebden Royd Town Councillors
Calderdale MBC Officers & Calderdale MBC Councillors
Residents
Voluntary Sector, Community Groups & Friends Groups.
Schools
Members of the public
Local Businesses & the Private sector
Law Enforcement Agencies
Suppliers of equipment and services
Funding Partners
External Government Agencies (e.g. British Waterways, Environment Agency)

6. RANGE OF DUTIES

It must be recognised that this post is important in 'public relation' terms for the Council as the Authority. A passion for the work personal presentation, integrity and an ability to remain calm and in control when provoked, together with a sense of humour are essential.

1. To work towards progressing and completing the goals and objectives of the Council's current Climate Emergency Committee Action Plan in liaison with the Committee Chair / Deputy Chair and Council Officers.
2. To work with the Climate Emergency Committee Chair, its members and the Town Clerk to complete the Climate Emergency Action Plans goals and objectives. To assist in the annual review and development of these objectives, researching, and leading on, potential funding bids and opportunities to pursue.
3. To work with partners of Hebden Royd to reduce carbon emissions in Hebden Royd.
4. To promote awareness of climate emergency and support residents in lowering their own carbon emissions and making as many positive environmental choices in other aspects of their lives.

5. To engage with young people and to create opportunities to increase their climate change awareness and to maximise their enjoyment of and contact with the natural world.
6. To act as a champion for action to address the Climate Emergency and to develop a “Friends” group by recruiting volunteers to support Climate Emergency work and the development of its initiatives in Hebden Royd such as the High Hirst Woodmeadow. To be the point of contact for a point of contact for volunteers.
7. To promote all the Council's Climate Emergency work by use of social media such as Facebook and other formats as appropriate. If residents want to be updated but do not have access to the internet to offer to contact them by alternate means.
8. To coordinate the development of sites such as High Hirst Woodmeadow and to explore the opportunities to ensure the ecological habitats are conserved and enhanced in line with a Management Plan. To review the plan regularly and to liaise with the Chair of the Climate Committee and its members if changes to the plan are needed in order to best conserve and enhance the Woodmeadow.
9. To promote visiting and volunteering on the Council's sites and to organise events and learning opportunities that support the aims of the Climate Emergency Action plan. As required to liaise with local schools regarding the use of sites as an ‘outdoor classroom’.
10. To assist HRTC in considering other potential habitat sites that HRTC could manage to help progress the goals and objectives of the Climate Emergency Action Plan.
11. To bring the Climate Emergency Committee relevant up to date information on carbon reduction strategies and initiatives and to seek information on behalf of the Committee as requested.
12. To represent the Council in an informative manner, work with the general public on a daily basis.
13. To attend meetings of Council and other Committees when required.
14. To monitor and manage the progress of projects through consultation, design, and implementation stages. Evaluating the outcomes to ensure objectives have been achieved.

15. To prepare reports and associated documents for the Climate Emergency and Environment & Allotments Committee meetings working with the Deputy Town Clerk and the Town Clerk
16. To engage in training courses on the work of a Town Council and training relevant to the post holder's role
17. Manage the Town Councils Allotment sites, supported by the Town Council Administrator, deal with tenants as appropriate and resolve issues that arise.
18. Develop and maintain a work plan to ensure Allotments are kept in good order and work with tenants and contractors to deliver the work plan.
19. To undertake, implement and monitor risk assessment procedures, as required, and to record the assessment putting in place actions to mitigate risk, when undertaking a range of activities including large scale events.
20. To carry out all responsibilities with due regard to health and safety legislation and relevant Council policies.
21. To carry out duties in accordance with the Councils equality and diversity policies and practice in terms of employment and service delivery to ensure that colleagues and service users are treated in a fair and consistent manner and that services are delivered with sensitivity to the needs of service users.
22. To monitor and manage the progress of projects through consultation, design, and implementation stages. Evaluating the outcomes to ensure objectives have been achieved.
23. To undertake administrative tasks including the provision of information, reports, assessments to include minute taking as required.
24. To undertake duties outside normal office hours as required up to the grade and level of responsibility of the post.
25. To undertake such other duties as reasonably falling within the scope of the grade as may be required.