

## The Friends of Tower Hamlets Cemetery Park

### Cemetery Park Officer – Job Description

<b>Job Title</b>	Cemetery Park Officer
<b>Salary</b>	£27,544
<b>Contract</b>	permanent
<b>Hours</b>	37.5 hours. Some evening and weekend working expected for which TOIL can be taken.
<b>Reporting to</b>	Cemetery Park Manager

#### The Friends of Tower Hamlets Cemetery Park

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 wellbeing and managing the woodland and meadows and heritage for the enjoyment of the community.

#### Purpose of Role

The 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 including both seasonal work and site development.
- 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 Cemetery Park Officer will have some experience to lead these events directly, and also work with contractors / subject matter experts as appropriate.

As a small organisation, the 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.

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

## **Key Roles & Responsibilities**

### 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 and working on plans for habitat maintenance and development with the Cemetery Park Manager. Trustees and volunteer groups.

Work with, organise and supervise community volunteers and work experience students 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 corporate volunteer days, for up to 100 participants, including oversight of the marketing/preparation work, 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.

### 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.

## Profile specification

### Experience

Carrying out conservation and habitat management work (with supervision, and independently)	Essential
Experience working in a public facing (small) charity/organisation	Essential
Working with volunteers in an environmental field	Desirable
Working with contractors / freelancers	Desirable
Developing and managing partnerships	Desirable
Organising or supporting at 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	
Understanding of H&S and Safeguarding policies and procedures	Essential
Ability to organise workload and manage multiple priorities/tasks	Essential
IT competency (Microsoft Office and Excel = essential, Salesforce CRM and WordPress = desirable)	
Basic botanical knowledge (equivalent to FISC Level 2)	Desirable
Experienced in use of hand tools / power tools	Desirable