

**MUMBLES COMMUNITY COUNCIL  
JOB DESCRIPTION**

<b>Job Title</b>	<b>ENVIRONMENTAL &amp; SUSTAINABILITY ENGAGEMENT OFFICER</b>	Grade	Grade 6 (Points 11-17) £22,129 - £24,920
Reporting To	The Clerk	Hours	30
		Working Pattern	Requires flexibility on the part of the post-holder.

**Purpose of the Role**

The Environmental and Sustainability Engagement Officer will promote environmental and ecological sustainability and undertake activities to maintain and enhance the natural environment across the Community Council area of Mayals, Newton, Oystermouth and West Cross.

The postholder will also play a key role in supporting and advising on Zero carbon measures and campaigns to support the Council’s Climate Emergency Action Plan.

You will be expected to work independently and to work outdoors but will be required to work at times in the Community Council office and to attend daytime and evening meetings as required.

## **Key Duties and Responsibilities**

1. To identify all public green spaces – including woodland, shoreline, back lanes – in the Mumbles Community Council area which would benefit from clearing and/or replanting.
2. Develop and implement a programme of work, identifying green space priorities for action, working in conjunction with the Grounds person to ensure sustainable practices and biodiversity is embedded in the community's green spaces and Orchards.
3. Engage with local community groups, council officers such as the Countryside Access Officer and Environment Officer, the Environment Centre and other relevant groups and organisations.
4. Oversee and direct the work of the cleansing team contracted by MCC.
5. Establish relationships and engage with local schools, colleges, and universities to promote regular involvement across a range of environmental and sustainability projects in line with agreed priorities.
6. Establish and coordinate groups of local volunteers to look after key areas, e.g. back lanes, Castle Woods, providing advice and support and access to resources as required.
7. Organise and support community activities such as litter picks, beach cleans and schemes to promote the 'reduce, re-use and recycle' principles in Mumbles, working in collaboration with Plastic Free Mumbles as required.
8. To arrange and deliver environmental activities such as natural history walks, woodland walks, dawn chorus or night walks
9. Be proactive in providing practical advice to councilors and committees on actions to promote and advance sustainability; campaigns to reduce the carbon footprint; and safeguard natural habitats.
10. To work with the Marketing, Editorial and Events Planner to promote and manage the annual Mumbles in Bloom competition and other Environmental campaigns.
11. To attend meetings of the Environmental committee, and other appropriate committees and full council as required, in addition to council events held throughout the year. This would involve evening work and occasional weekends.
12. To attend regular meetings with the Chair of the Environmental Committee and the Clerk to plan the work programme and report on progress.
13. To undertake other duties from time to time which are commensurate with the level and grading of the post.

## Person Specification

<u>Qualifications and Education</u>			
1.	A qualification in Ecology, Conservation or other relevant subject, preferably at degree level	Essential	Letter of Application/Certificates
2.	Work experience in Ecological or Environmental management at a level appropriate to the duties of the post	Essential	Letter of Application/Interview
<u>Skills and Attributes</u>			
1.	Good knowledge of how to enhance green spaces to encourage natural diversity	Essential	Letter of Application/Interview
2.	Good knowledge of native flora and fauna species	Desirable	Letter of Application/Interview
3.	Skills in using power tools and able to ensure their safe use	Desirable	Letter of Application/Interview
4.	A full understanding of health and safety requirements for working outdoors and for ensuring the safety of volunteers and others working on outdoor activities	Essential	Letter of Application/Interview
5.	Ability to enthuse and motivate people to engage with and care for their natural environment	Essential	Interview
6.	Conscientious and organized with the ability to plan and organize own workload and work unsupervised	Essential	Letter of Application/Interview
7.	Ability to work to and meet deadlines	Essential	Letter of Application/Interview
<u>Personal Styles and Behaviours</u>			
1.	Excellent communication skills to appropriately explain and	Essential	Letter of Application/Interview

	convey environmental issues both verbally and in writing to various audiences including residents, educational institutions and community organisations		
2.	Enjoys working outdoors throughout the year	Essential	Letter of Application/Interview
3.	A passion for natural diversity and enhancing the natural environment for the benefit of people and wildlife	Essential	Interview
4.	A commitment to ensuring that the local area is kept clean, tidy and well-maintained and in encouraging others to do so	Essential	Interview
5.	Personality, conduct and credibility that engages the confidence of councillors, staff, and residents, particularly children and young people	Essential	Interview
6.	Advocate of equality, diversity and respect in the workplace	Essential	Interview
7.	Strong commitment to developing high performance and a results driven culture	Essential	Interview
<u>Other</u>			
1.	Committed and willingness to continuously develop knowledge and skills linked to environmental sustainability.	Essential	Interview
3.	Prepared to attend evening meetings and weekend or early morning events as required	Essential	Letter of Application/Interview
4.	Full driving licence and access to a car	Desirable	Letter of Application
5.	Willingness to travel to meetings and other events involving occasional long distances	Essential	Letter of Application

