Job Description 2021

Role Description: Environmental Assistant

Contract: 6 months fixed term contract Feb 22 –July 22

Reporting to: Chief Executive & Environmental Officer

Salary: National Min Wage

25 hours a week

**Lead and Delivery Partner**

Impactful Governance is registered with the C.I.C. Regulator and annually reports to Companies House. We are members of Social Enterprise UK. Our Researchers will engage in the face-to-face research with the end-user beneficiaries, conduct questionnaire research and report monthly to the Project Manager for analysis.

"STEM City" is a project that examines the existing level of interaction (if any) with community jobs and environmental work. The project will promote energy saving ideas and help people into our training and onto work.

**Main Duties**

* **Recruitment of participants**

Promoting our environmental project “STEM City” to the wider public, especially those not currently in work and seeking a new career direction as “green jobs” begin to emerge.

By explaining the project and training available that we are delivering at two Watford community venues, we will be able to spread the environmental messages and open up new opportunities for others to work in this evolving sector.

We work with both community and commercial organisations as well as directly with individuals to help focus on their own goals.

* **Measurement**

Two Environmental Assistants will be paired and travel to meet individuals in a range of places. Community organisations, charities and SME businesses will be visited each working day (one morning and one afternoon), totalling 5 hours. Travel time between those clients is paid within the 5 hour working day. Visits are usually 9am-3pm.

The project will commence January 2022 and continue for a period of six months until the end of June 2022. It is envisaged that most clients will have received support within the first 5 months, allowing the following month for research and monitoring to be conducted on the project and work to create future projects.

**Teamwork**

* Generate client leads with the Environmental Officer (1 day home/office-based research).
* Daily briefings by zoom to catch-up within the team.
* Attend Team review meetings to refine services by zoom or in person.
* Participate by: supporting our Trainers and Mentors.
* Discussing potential opportunities to increase awareness for the organisation, in line with our Aims, Mission and Vision.

**Additional Requirements of the role:**

* Improving customer relationships, identifying new business partnerships.
* Working with clients at all levels.
* Attend networking events for the recruitment and promotion of Impactful Governance - Community Interest Company's campaigns and publicity.
* Attend conferences and network event as an Ambassador to promote the organisation and keep abreast of issues surrounding Governance.
* Work within the Policies and Procedures of Impactful Governance - Community Interest Company and ensure that the organisation Aims and ethos are being met.
* Adopt the Mission of Impactful Governance - Community Interest Company throughout your interactions and work.
* Encourage everyone to work towards our vision.
* Contribute to marketing, publicity and sales campaign materials.
* Work in accordance with C.I.C. Regulator, Business Innovation & Skills guidance, Charity Commission and other statutory integrated working processes including when working with vulnerable adults or children: person-centred planning and support planning where appropriate

(Current unspent convictions must be disclosed and an enhanced DBS is a requirement of this role).

* Retain knowledge of good practices in: Charity & C.I.C. Governance and Education, Mentoring, Coaching & Training through internal management Team Meetings and wider knowledge.
* Abide by Data Protection, keeping confidential and accurate records, including ***only*** storing client information files on Impactful Governance - Community Interest Company **CRM** database and undertake all quantitative and qualitative monitoring within expected timeframes whilst also adhering to Data Protection registration and purposes.
* Work in accordance with and actively promote the values of Impactful Governance - Community Interest Company, including equality, diversity and inclusion.
* Actively participate in Impactful Governance - Community Interest Companytraining and Away Days as well as Team meetings.
* Work within the framework of Impactful Governance - Community Interest Company's policies and procedures, particularly in terms of confidentiality and safeguarding.
* Other evolving practices that may arise in the course of meeting the requirements of this role.

It is a requirement of this role that all Reasearchers have a clean enhanced DBS clearance before commencing any work. DBS online is the preferred method of checking. If you do not currently have an online (portable) enhanced DBS, one will be processed for you.

All training materials, exercises and support processes developed during your role are copyright and remain as Intellectual Property of Impactful Governance - Community Interest Company.

**Expenses**

Travel at 45p a mile plus Accommodation & subsistence (meal allowance).

**Leave**

A **Leave Policy** applies and is provided within the application process.

**Inclusive Practices**

An **Equality, Diversity and Inclusion Policy** applies and is provided within the application process.

**Impact**

An Impact Report outlines our services and impact.

Contribution to the Impact Report and 3 Year Business Plan by informing the Chief Executive of market trends, quality improvements and key performance indicators to show the impact of our services:

* + Number of community organisations engaged with.
  + Number of community organisations that pay for our services.
  + Number of workshops held.
  + Number of networking events attended and bookings achieved.
  + Number of grants or tenders achieved.
  + Number of organisations that change from crisis to planning & growth.
  + Number of organisations who become financially viable.

This document is updated regularly and other services or approaches may be developed throughout the year to provide maximum support to our communities.

(updated: Jan 2022)



Facebook: @ImpactfulGovernance

Twitter: @ImpactfulGov

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“Creating sustainability by imbuing independence and strength into organisations;

supporting services to be more effective and efficient”

**Pre-interview questionnaire**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Learning difficulties or disabilities** | | | | |
| Do you consider yourself to have any of the following? | | | Yes  No | |
| If **Yes,** please tick one or more of the following boxes: | | | | |
| **Disability, Learning Disability/Difficulty or Autism** | | | | |
| Visual Impairment |  | Asperger’s Syndrome | |  |
| Hearing Impairment |  | Temporary disability after illness or accident | |  |
| Disability affecting Mobility |  | Speech, Language and Communication Needs | |  |
| Profound Complex Disabilities |  | Other Physical disability | |  |
| Social and Emotional Difficulties |  | Other specific learning difficulty (e.g. Dyspraxia) | |  |
| Mental Health Difficulty |  | Other medical condition (e.g. epilepsy, asthma, diabetes | |  |
| Moderate Learning Disability |  | Other Learning Difficulty | |  |
| Severe Learning Disability |  | Other Disability | |  |
| Dyslexia |  | Prefer not to say | |  |
| Dyscalculia |  | Not provided | |  |
| Autism Spectrum Conditions |  |
| Which of the **ABOVE** learning disability, learning difficulty or health issue do you consider to be your main disability, learning difficulty or health issue:  ……………………………………………………………………………………….  ……………………………………………………………………………………….  ……………………………………………………………………………………….  ……………………………………………………………………………………….  ………………………………………………………………………………………. | | | | |

|  |  |
| --- | --- |
| Do you have an Education, Health and Care Plan? | Yes  No |
| Do you have a Learning Disability/Difficulty Assessment? LLDD | Yes  No |
| Do you consider yourself to require any support? | Yes  No |
| If **Yes,** what support do you require? | |
|  | |

Your Name: ……………………………………………………………………………………….

Position Applied for: ……Environmental Assistant……………….

Date: ……………………………………………………………………………………….

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**Finalists** 2019 Governance Professional of the Year:

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# Email: [admin@ig-CIC.org.uk](mailto:admin@ig-cic.org.uk) Office: 01923 231660 Website: [www.ig-CIC.org.uk](http://www.ig-cic.org.uk)

**Luton Office:** West Wing Studios, Unit 166 The Mall, Luton, Bedfordshire LU1 2TL

Registered Community Interest Company Number: 10940809 Patron: Author, Lola Jaye

**Registered Office Address:** The Old Free School, George Street, Watford, Hertfordshire WD18 0BX

**Person Specification:**

|  |  |
| --- | --- |
| Essential Criteria | Desirable Criteria |
| 1. Passion to save the environment | 1. Experience working with client groups that have multiple barriers to employment. |
| 1. Experience of speaking with people face to face, by telephone and other communication methods. | 1. The ability to monitor the progress of project outputs and make projections for mitigating circumstances should the need arise. |
| 1. Able to use Social Media to spread our Eco message. | 1. Own Home/office internet capability |
| 1. Experience of a using computers. | 1. Disability aware |
| 1. Good at speaking with people within our community | 1. Ability to schedule Zoom meetings, sending invites and producing attendance reports and downloading video recordings as evidence (Training provided). |
| 1. Enthusiastic and passionate about the environment and helping people achieve net-zero. |  |
| 1. Presentable and smart work approach |  |
| 1. Organised, punctual and reliable. |  |
| 1. Able to follow instructions. |  |
| 1. Friendly, welcoming and empowering. |  |
| 1. A personable disposition and demonstrable interpersonal skills. |  |
| 1. Observant and sensitive to the needs of others, compassionate, empathetic and accommodating. |  |
| 1. Strong ethos for Equality, diversity and inclusion |  |
| 1. Knowledge of Covid Protocols and safer working practices. |  |

**Evidence of how you meet the Person Specification:**

|  |  |
| --- | --- |
| Essential Criteria | Desirable Criteria |
|  | 1 |
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