



The Ecology Centre

Job Description: Operations Co-ordinator – 29 hours per week

Salary: £20 000 pro rata

The Ecology Centre is based on a 20 acre site on the banks of Kinghorn Loch. The site consists of access roads and paths, car park, old farm buildings, information shelter, loch shores, ponds, marsh, woodland, wildflower meadows, orchard and grassland. The services that The Ecology Centre provides includes; environmental education, volunteering opportunities, Work Programme placements, facility hire, teacher training, plant sales, school ground development advisory service, design and creation of outdoor wooden products and a grounds improvement service.

The main areas that the post holder will be involved in are supporting and supervising volunteers and Work Programme placements as well as the grounds development service. The general days of work are Tuesdays through to Fridays.

The Operations Co-ordinator will be responsible for managing volunteers and Work Programme clients both at The Ecology Centre site and off site. The volunteer team consists of people with a wide variety of ages and abilities who require a positive leader with good team working abilities to help them develop their own skills and abilities.

The post includes implementing the grounds development service. This service involves creating paths, digging out and wood chipping areas, concreting in features, installing wooden seating, planters and shelters amongst other tasks.

The post holder will be responsible for the upkeep of The Ecology Centre site ensuring that it is a safe and enjoyable place to visit. The post holder will have a flexible approach to working as occasional weekend or evening work may be necessary. The Operations Co-ordinator will be someone who is good at balancing the different aspects of the job. The post holder will be Enhanced Disclosure Scotland checked.

Job Purpose

To work as part of a team supervising volunteers and Work Programme placements to manage The Ecology Centre site.

To ensure all relevant administration and paperwork is completed within agreed timescales.

To co-ordinate and supervise ground development jobs off site.

To co-ordinate volunteer and Work Programme placements jobs and allocate tasks to appropriate individuals.

To be responsible for the Health and Safety of volunteers and Work Programme placements both on and off site.

To work as part of The Ecology Centre team to provide and promote the organisation's services.

Major Tasks

Volunteer / Work Programme placements supervision	60%
Planning and developing	15%
Co-ordinating ground development work	10%
Administration	10%
Monitoring and recording	5%

Job Activities

Volunteers & Work Programme placements

Supervising and supporting volunteers and Work Programme placements, organising tasks and equipment required and being responsible for Health & Safety. Co-ordinating small teams to carry out tasks. Keeping workshop and tool area clean and tidy. Ensuring equipment is in working order. Providing Induction Procedure for new volunteers and Work Programme placements and monitoring their development. Liaising with the Enviro-Mentors team. Responsible for carrying out risk assessments.

Service Provision & Projects

To maintain The Ecology Centre site and facilities to ensure that it is a safe and enjoyable place for the general public to visit. To ensure that equipment is well maintained and used correctly.

To co-ordinate ground development jobs for organisations, schools and individuals. Calculate and order the materials required, organise the work team who will carry out the work on the client's site (which can involve basic construction tasks). Ensure sites are left clean and tidy and that all work is carried out safely and to a high quality.

Assist with developing The Ecology Centre's services and provide activities when necessary. Including distributing information, planning and organising.

Carry out projects where and when necessary. Take responsibility for the management of certain areas of land and carry out the necessary work required.

Administration & Networking

Updating relevant records and timesheets, completing risk assessments, corresponding with users and interested organisations, helping to develop and promote The Ecology Centre's services, attending meetings with the General Manager and Operations Manager as well as team meetings. Participating in training courses, planning projects and monitoring and evaluating projects.

Supervisory Responsibility

Volunteers - all levels of ability, up to 20 at one time
Work Programme placements - 1 to 4 people, 4 days a week

Decisions Made

- Prioritising and managing work on a daily basis.
- Volunteer tasks and teams.
- Best methods for installing products

Supervision Received

Supervised by the Operations Manager.

Work Complexity

This includes:

- Maintaining the Centre's reputation for quality services
- Providing a friendly service
- Working and matching up volunteers with a variety of abilities
- Informing relevant individuals / organisations / groups about the Centre

Special Conditions

Working in adverse weather conditions. Working occasional weekends.

Post: Operations Co-ordinator

You will need to demonstrate in your application and at interview, that you meet the essential criteria for this post. In addition, it will help you greatly if you can demonstrate that you meet a number of desirable characteristics.

	Essential	Desirable
Skills & Experience	<p>Proven experience of working with people of all ages and abilities.</p> <p>Proven experience of working with volunteers.</p> <p>Experience of working with general public.</p> <p>Strong organisational skills.</p> <p>Experience of supervising others.</p> <p>Excellent verbal communication skills.</p> <p>Experience of holding a position of responsibility</p> <p>Experience of writing risk assessments and of assessing risk.</p>	<p>Experience of training.</p> <p>Experience of project management.</p> <p>Clean car driving license.</p>
Values & attributes	<p>Must be able to work in rough terrain in all weather conditions.</p> <p>An approachable manner and friendly disposition.</p> <p>An ability to assess people's capabilities.</p> <p>An ability to motivate others.</p> <p>A respect for wildlife and the protection of the environment.</p> <p>A commitment to The Ecology Centre</p>	<p>A commitment to environmentally friendly practices.</p> <p>Good independent judgment.</p>

	Essential	Desirable
Education & Knowledge	<p>Knowledge of basic construction skills.</p> <p>Knowledge of grass cutting and maintenance equipment.</p> <p>Qualified to HND level or be able to demonstrate equivalent knowledge.</p>	Trade / construction qualification.

