



ecoACTIVE Education  
Kingsmead Kabin,  
8-9 Kingsmead Way, Hackney,  
London, E9 5QG  
Tel: 020 8510 0113  
Email: [admin@ecoactive.org.uk](mailto:admin@ecoactive.org.uk)  
[www.ecoactive.org.uk](http://www.ecoactive.org.uk)

## PROJECT LEAD JOB DESCRIPTION

### 1. GENERAL INFORMATION

Job Title: Project Lead

Salary: £25,000 per annum Hours: 35 hours per week (including some weekend sessions).

Employment Period: 1st April 2019 –31st March 2020, subject to organisational funding.

Responsible to: ecoACTIVE Director

Accountable to: The Management Committee

This job description is intended as an outline indicator of general areas of activity and can be amended in conjunction with the post holder in the light of changing needs of the organisation.

### JOB SUMMARY

1. Working in partnership with statutory bodies, education providers and local community groups, to plan and deliver education for sustainable development (ESD) programmes for schools and community groups.
2. Project lead and evaluation, with support for the Director
3. Working with session support workers and volunteers
4. Assisting in other administrative duties
5. Contributing to shaping the progress and development of ecoACTIVE, including participating in strategic and policy reviews, and organisational development initiatives.
6. Networking with statutory bodies, agencies and policy committees to promote the inclusion of ecoACTIVE's programmes in their plans for policy implementation.
7. Implementation of ecoACTIVE's policies, including the child safe-guarding policy, the health and safety policy, and all aspects of the equal opportunities policy, including disability, etc.
8. Maintenance of strict confidentiality on all information concerning members/management committee and staff, and our service users.
9. Any other reasonable tasks, as directed by the Education Team or the Management Committee

*Funded projects include, but are not restricted to:*

- Encouraging whole-school approaches to Education for Sustainability (EFS), using the national curriculum and other appropriate frameworks, including workshops and assemblies to promote recycling, composting and waste reduction
- Workshops on local environmental quality in schools and with community groups
- Family learning activities on EFS and adult activities in the community
- Gardening and biodiversity-related activities, and outdoor learning in school grounds and green spaces in the community
- Forest school projects with schools, children's centres and community groups
- Energy and resource conservation projects, including addressing fuel poverty in schools and with communities
- Youth programmes throughout the wider community
- Forest School Training Desirable

### SPECIFIC DUTIES AND RESPONSIBILITIES

1. **Working in partnership with statutory bodies, education providers and local community groups, to plan and deliver education for sustainable development (ESD) programmes for schools and community groups.**

- Delivery of ESD workshops in schools and with community groups, with the support of a session worker and/or a volunteer
- Helping to plan lessons and create materials and resources for workshops and activities, or restructuring sessions where required.
- Collecting monitoring data from sessions, for internal and external monitoring requirements

**2. Project lead and evaluation, with support from the Director and SEO.**

- Leading projects where appropriate, depending on experience and areas of expertise, with support from the Director.
- Overseeing project delivery, ensuring targets are met and budgets kept to.
- Collecting monitoring data and producing financial progress and evaluation reports for the Director, with support from Operations Manager and Finance Officer, for internal and external monitoring requirements.

**3. Working with session support workers and volunteers**

- Supervising session workers and volunteers on a day-to-day basis, including supporting them during workshops and debriefing after sessions

With specific responsibility for:

- Supporting with recruitment of new session workers and volunteers
- Delivering induction training to new session workers and volunteers and devising and leading with delivery of an ongoing training programme for existing session workers and volunteers

**4. Assisting in other administrative duties that contribute to the smooth running of the office, e.g. using petty cash system etc.**

**5. Contributing to shaping the progress and development of ecoACTIVE, including participating in strategic and policy reviews, and organisational development initiatives.**

**6. Networking with statutory bodies, agencies and policy committees to promote the inclusion of ecoACTIVE's programmes in their plans for policy implementation.**

- Networking with community groups and organisations that support community projects

**7. Implementation of ecoACTIVE's policies, including the child safe-guarding policy, the health and safety policy, and all aspects of the equal opportunities policy, including disability, etc.**

**8. Maintenance of strict confidentiality on all information concerning members/management committee and staff, and our service users.**

**9. Any other reasonable tasks, as directed by the Management Committee**

**4. TERMS & CONDITIONS OF EMPLOYMENT**

All staff members are expected to comply with ecoACTIVE's policies and procedures, detailed in the Staff Handbook accessible to all staff and management members in the ecoACTIVE office.