

**Job Description**

**Job Title:** **LitterForce Project Officer**

**Reports to: Project Manager – LitterForce (Keep Britain Tidy) and line-managed by Head of Corporate Partnerships at Walking With The Wounded**

**Based at:** **Walking With The Wounded, 42 Canada Street, Manchester, M40 8AE**

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| **Job Purpose** | To support the Project Manager (based at Keep Britain Tidy) in the planning, co-ordination & delivery of LitterForce. Working in partnership with key stakeholders to deliver community clean ups and other tasks considered of value by local authorities and develop effective pathways to enable ex-military and their families to actively undertake voluntary activities as identified. As Project Officer, you will be the face of LitterForce and an ambassador for the partnership between Keep Britain Tidy and Walking With The Wounded.  The project will provide a platform for ex-military and their families to volunteer in their local community and have a meaningful and positive impact on the environment in which they live. It will also allow veterans who are socially isolated to be involved in a wider ex-military community and provide them an opportunity to reintegrate.  To work initially within the Manchester and Greater Manchester areas on the pilot scheme, promoting LitterForce activities and liaising with local councils to identify viable volunteering activities. Also engaging with local businesses, in tandem with the WWTW corporate Fundraising team, to encourage staff to volunteer alongside veterans.  Broadening the scope to other areas in the UK, particularly where WWTW has operations (Northeast, London, East of England, West Midlands).  Develop a network nationally of volunteer ‘Captains’ who will coordinate local volunteer efforts. The Project Officer will work with each Captain to organize and deliver specific volunteering events.  The role will be subject to a DBS check and will require the candidate to attend First Aid training, Mental Health First Aid training and any other training identified as requirements for the role. |

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| **Primary Responsibilities** | * Support the Keep Britain Tidy Project Manager to plan and develop a calendar of community initiatives within the pilot area – identifying any partner agencies or voluntary, community or faith groups who could be involved * Recruit, support and train a network of LitterForce Captains with support from the Keep Britain Tidy Project Manager * Manage, mentor and empower LitterForce Captains to lead local community events such as clean ups * Carry out the appropriate risk assessments using KBT resources to ensure the suitability of the activity/ environment and the safety of the LitterForce volunteers * To have responsibility for inspection of LitterForce equipment kits and ensuring they are logged out when being used at events and correct numbers are returned without damage * The role will have a large element of multi-agency working, which is part of the ethos of Walking with the Wounded. This will enable the successful candidate to identify the potential needs of any volunteers from the ex-military personnel and their families and refer to the appropriate service(s) should they be required. * Answer initial enquiries from potential volunteers for LitterForce and arrange meetings with potential volunteers and LitterForce Captains with a view to signing them up as a volunteer. * Collate monitoring information with regards to number of events, participant numbers and volume of litter collected in order the KBT Project Manager can evidence the impact of the project * Market and promote the LitterForce project via appropriate channels e.g. Social Media, leaflets etc. working with both KBT and WWTW comms teams |
| **Other Responsibilities** | * Attend identified community engagement events as a representative of LitterForce, these could be evening or weekend’s flexibility will be required. * Promote the LitterForce project to ex-military personnel and their families as a positive activity within their local community highlighting the benefits of participation. |
| **Key Skills, Qualifications and Experience** | **Essential**   * Driving License and access to a car * Excellent customer service/relationship management * Excellent organisational skills * Excellent group work and facilitation skills * Ability to organise and prioritise your workload * Ability to react quickly to changing situations and to multi-task * Knowledge about best practice in managing volunteers * Excellent computing skills, including word-processing and ability to use windows applications, including spread sheets * An ability to keep accurate records and produce accurate, timely reports * Experience of working on projects * Stakeholder engagement and reporting * Volunteer coordination and knowledge of how to undertake relevant actions linked to volunteer activities * Excellent communication skills at all levels, (the role will involve working alongside ex-military personnel, community groups, partner organisations and corporate supporters of Walking with the Wounded) * The role will require you to be operational and the successful candidate will be expected to be involved in community cleans ups and environmental projects, undertaking manual work, high physical demands * An understanding of and commitment to equal opportunities * Commitment to WWTW’s Vision, Mission and Values and a willingness to work within policies and guidelines * Appreciation and undersatnding of the needs of ex-military and their families   **Desirable**   * Event Management * The possession of a positive “can do” attitude * An appreciation of working with volunteers and be able to lead and motivate * Good level of physical fitness * Willingness to travel |