

Roles and Responsibilities

Keep Northern Ireland Beautiful



GENERAL INFORMATION

Job Title:	Local Environmental Quality Coordinator
Employed by:	Keep Northern Ireland Beautiful
Reporting to:	Local Environmental Quality Manager
Job Purpose:	Effectively coordinate/project manage a range of local environmental quality and certifications programmes
Hours of Business:	Flexible business hours 8am-6pm. Core hours 10am - 4pm Hybrid working policy (2 days in Belfast office per week)
Location:	Home/Field/Belfast-Office based You must already hold a permit to work in UK/NI if you do not live in UK
Hours per week:	37.5 (see below)
Salary:	£30,328
Contract type:	Permanent, subject to funding
Applications Close:	9am Monday 28 th April
Interviews:	Wednesday 7 th May, in person, in Belfast

Keep Northern Ireland Beautiful is currently trialling a 4 day working week, 30 hours, on full pay, however, please note, this can be withdrawn at any time. For further information please email jobs@keepnorthernirelandbeautiful.org

PURPOSE

The Local Environmental Quality (LEQ) Coordinator will work to support Keep Northern Ireland Beautiful's aims, set out in our 2020-25 Strategic Plan, by coordinating and project managing a range of local environmental quality and certifications programmes within the LEQ department. The post-holder will work to implement efficient processes, from the planning through to the reporting stages of LEQ work streams. The post-holder will work closely with the LEQ Manager, ensuring the effective delivery of a range of functions for the department whilst also developing collaboration opportunities across the suite of Keep Northern Ireland Beautiful work streams. They will be responsible for supervision of Officers within the department, ensuring all agreed deliverables are completed effectively on time.

AUTHORITY

- Commission work only in line with company procedures, and obtain best value at all times.
- Refer any media interest or potential news stories to their line manager.
- Operate within the organisation's policies and procedures at all times.
- Commission marketing channels in line with that agreed by the Chief Executive.

DUTIES AND EXPECTED OUTCOMES

As well as coordinating and balancing the resource requirements for a range of activities, the LEQ Coordinator will be required to work closely with the LEQ Manager in a support role, being agile, organised and solutions focused, leading on project management for a range of activities.

COORDINATION

- Coordination of resources, including KNIB Field Officers, to deliver agreed programme outputs and outcomes on time and within budget.
- Support the LEQ network of contacts, building strong relationships based on Keep NI Beautiful's values and by providing thought leadership and a robust record of achievement.
- Coordination of team members within the sphere of responsibility.

PROJECT MANAGEMENT

Direct project management of activities to deliver agreed programme outputs and outcomes on time and within budget, playing a key role in the various stages of delivery, from planning through to reporting and disseminating key learning outcomes.

SURVEYING AND CERTIFICATIONS

Directed by the LEQ Manager, coordinate delivery of the following:

- Certification programmes, including Blue Flag for beaches and marinas, Seaside Awards and Green Flag for Parks
- Borough Cleanliness Survey
- Cleaner Neighbourhoods Survey
- Marine Litter Survey
- Bespoke surveys and assessments

Community Engagement

- Promote, develop and attend community engagement opportunities with a range of stakeholders through the award programmes.
- Increase the number of groups participating in the Green Flag for Parks & Open Spaces programme.
- Support the LEQ Manager with increasing the geographical spread of 'Green Flag' sites in Northern Ireland.
- Support the LEQ Manager with the delivery of a community leaders and managers' forum, sharing best practice and developing links between community groups and public sector green/blue spaces in Northern Ireland.
- Gather and analyse data through various online platforms relating to the Green Flag for Parks & Open Spaces programme and the Beach and Marina award programmes.
- Respond to enquiries and maintain a high level of professionalism when representing KNIB and the award programmes.

COMMUNICATIONS

- Respond to relevant technical/media enquiries
- Point of contact for internal/external stakeholders
- Assist in preparing reports and other information to deadlines
- Assist in providing content for relevant websites and social media
- Represent Keep Northern Ireland Beautiful on relevant groups, committees and conferences

OTHER RESEARCH

- Support and contribute creatively to the agenda for the NIEQF Enforcement Officers meeting, and ensure follow-up actions are addressed
- Keep abreast of developments in survey and assessment techniques.

GENERAL

- Delivery of administrative duties, for e.g., updating of databases.
- Fulfil other duties for Keep Northern Ireland Beautiful as required on occasion.

GENERAL INFORMATION

The person appointed will be home/office-based, with a requirement to travel NI-wide on occasion. They will work in a collaborative manner with all other Keep Northern Ireland Beautiful team members.

IT support is provided for all staff to enable them to be efficient and effective in their work. Office hours are broadly 9am to 5pm, and normal days of work are Monday to Friday, however, this is an important role in a small organisation and on occasion, you could be required to work outside of normal working hours.

The position is part funded through the DAERA Environment Fund.

ENVIRONMENTAL STEWARDSHIP

Keep Northern Ireland Beautiful is a community focussed organisation with a commitment to reducing its impact on the planet. A key approach in achieving this is through Carbon Literacy training for all employees. This programme, delivered in partnership with the [Carbon Literacy Project](#), raises awareness about the climate change challenge that we all face as well as the commitments we can make to behaviour change that will help reduce emissions.

New employees will be expected to attend Carbon Literacy training as part of their induction process and contribute to an ongoing dialogue within the organisation about how we can reduce our carbon impact and improve levels of sustainability.

PERSON SPECIFICATION

Qualifications, skills & experience

Essential

- A relevant third level qualification or at least three years' demonstrable equivalent experience
- 1 years' (non-academic) surveying/auditing experience
- 2 years' experience of successful programme delivery
- 1 years' staff supervision experience
- Developed ICT skills, including the Microsoft Office Suite
- Full current driving licence and access to a suitable means of transport to enable you to carry out the duties and responsibilities

Desirable

- Experience of data collection, analysis and reporting
- Experience of working in the voluntary sector
- Experience of working with local government

Knowledge & Understanding

Essential

- Knowledge of environmental matters

Desirable

- Knowledge of behaviour change

Personal Qualities

Essential

- Ability to work effectively both independently and as part of a wider team
- Excellent interpersonal and organisational skills

**Carbon Literate
Organisation**
Silver

