

Project Officer (Environment)

Job Description, Person Specification and Background

Closing date for application: 15th May 2026

Interview Date: 22nd May 2026

Apply by sending your CV, and a cover letter detailing why you think you're the best person for the role to hello@ouseburntrust.org.uk

Main purpose of role

Following a review of our strategic objectives, the organisation has confirmed its commitment to the natural environment of the lower Ouseburn Valley and the role the Trust wish to play in shaping it for the benefit of those who live, work and visit Ouseburn.

The postholder will be responsible for overseeing the delivery of the Environment Theme of the [Ouseburn Strategy](#) – a document we have developed for the Valley in consultation with those who play an active role in it.

It will comprise the development of initiatives to enhance the safety of those spaces, their appeal and their accessibility, growing engagement with them and care of them and time permitting, support with wider environmental/sustainability projects.

Key tasks and responsibilities

- Co-ordinate a programme of regular volunteering session and workplace volunteering sessions, incorporating appropriate training and supply of tools
- Deliver commercial maintenance agreements to a high standard and explore new ones
- Deliver a programme of planned maintenance and project work to preserve and enhance the natural environment of the Lower Ouseburn Valley
- Co-ordinate and support the seasonal meetings of the Environment Theme Group and other groups focussed on woodland, river or discrete projects
- Increase awareness of and engagement in the natural environment of the Ouseburn Valley
- Make use of the natural environment for educational opportunities and skills development
- Improve signage and information
- Work with heritage colleagues to further develop the walks and talks programme, developing the natural environment offer within the programme
- Secure income generation and funding to support the above plans
- Assist in the preparation of annual budgets and work programmes for this area of work
- Work with Marketing and Comms Manager to programme and promote activity, manage bookings, and utilise other software to streamline the operation

- Nurture the important relationships we have with our volunteers, grow the team of volunteers and volunteer supervisors and collaborate with them to deliver an effective offer
- Nurture/develop partnerships with Valley based and regional project partners such as Wild Intrigue/ Wild roots, the City Council and Tyne Rivers Trust/Northumberland Wildlife Trust
- Work within all the policies and procedures of the Trust including Health and Safety, Equal opportunities and diversity policies.
- Carry out any other reasonable duties commensurate with the level of responsibility of the post, as requested by the Chief Officer
- Promote the work, vision and mission of the organisation

Person Specification

Essential (E), Desirable (D)

Experience

- Developing/Managing projects/initiatives (E)
- Growing engagement with project activity (E)
- Developing/Managing projects for diverse audiences (E)
- Monitoring and evaluating project outputs (E)
- Working with, training and supporting volunteers (E)
- Working collaboratively with a wide range of stakeholders, developing and managing positive relationships (E)
- Developing/Managing Green/Open space projects/initiatives (D)
- Growing engagement with Environmental activity (D)
- Operating efficient systems for managing data (D)
- Working in/for a Charitable organisation (D)

Knowledge

- Familiarity with the Ouseburn Valley and the Trust's role (E)
- An interest in green space management/maintenance and environmental projects (E)
- Strong IT skills (office 365) (E)
- Experience of using booking platforms (LineUp) and CRM systems (Beacon) (D)
- An understanding of the environment sector (D)
- Relevant Health and Safety considerations of green/open spaces (D)

Skills

- Fundraising/securing grants/investment in projects/initiatives (E)
- Ability to work independently and as part of a small team (E)
- Strong written and verbal communication skills (E)
- Ability to communicate effectively with a variety of audiences (E)

- Organised with excellent time management skills (E)
- Marketing/promoting goods/services (D)
- Commitment to creativity and innovation (D)

Personal

- Honest and reliable (E)
- Ability to motivate, enthuse and engage a range of people (E)
- Team player willing to help and support colleagues in small team (E)
- Proactive and able to organise workload often to deadlines (E)
- Commitment to inclusion and diversity (E)
- Willingness to work flexibly (E)
- Passion for environmental/open spaces work (D)

Legal Status of Trust

The Ouseburn Trust is a registered Charity and a Company Limited by Guarantee

Contract Period

Permanent

Rate of Pay

£27,495 per annum (pro rata)

Normal Working Hours

Part time (22.5 hours per week) and flexible.

Occasional evening/weekend work may be required for which time of in lieu will be given.

Travel Expenses

Travel expenses will be reimbursed at current Inland Revenue approved rates

Terms and Conditions

As determined by the Board of Trustees and contained in the contract of employment

Your working colleagues

Trust staff, trustees, volunteers, visitors and the general public, Trust members and key stakeholders

Line Management

Responsible to the Chief Officer

Background to the Position

The Ouseburn Trust wishes to extend its impact to the role it fulfills with regard to the maintenance and enhancement of woodland, open spaces and the river in the Lower Ouseburn Valley for the enjoyment of residents, businesses and visitors.

Much of the public realm was poorly maintained and underused for years but action over recent years has seen an increase in engagement, protection and celebration of the valuable green spaces close to the City. There is always more to be done though, managing litter, the extensive woodlands, the investment in some key sites and the unrealised potential of the river.

Almost all the green and in-between spaces are owned by the City Council.

Since 2014, Trust volunteers have carried out regular litter picks, green maintenance and small improvement projects with volunteers, including with the Malings residents and Wild Intrigue and Wild Roots Community Garden. Volunteer sessions currently take place on a Tuesday evening, Thursday afternoon and Saturday morning led by volunteer supervisors with additional corporate group volunteering sessions taking place on week days.

Ouseburn Trust has been successful in securing funding from a variety of sources to support our environmental maintenance work in recent years, and for project delivery through partnerships with other local and regional organisations. We wish to build on this by developing further projects and growing our impact through regular and workplace volunteering in the green spaces.

The creation of this post would help the Ouseburn Trust to resource the development and implementation of the Environment Theme in the Ouseburn Strategy, secure a lease from the City Council to formally look after much of the green space locally, source further funding, and attract even more volunteers to help us realise our vision. This will include a safe, accessible and attractive natural environment enjoyable by all.

The Trust is active in preserving and enhancing the green and open spaces in the Valley, working with volunteers to undertake environmental maintenance works and identifying ways in which the use of green space can be enhanced and better used, and seeks to do more in an economic climate where City Council resources are squeezed and focused elsewhere.

The City Council are keen for us to take a more active role in managing the green spaces and the in-between spaces and the creation of this role is key to realising that aspiration.

The role is funded through our other income generating activity locally but it is our intention that further funding is sought and income generated by the post holder to continue to enhance our ambitious vision for a clean, safe and well used range of green spaces, woodland and wildlife habitats.

It promises to be a very interesting and rewarding position working closely with a wide variety of people and will be key in further raising the profile of the Trust as the organisation driving environmental improvements for the Lower Ouseburn Valley.

The successful candidate will be expected to communicate effectively with a wide range of internal and external stakeholders. There will be a requirement to communicate regularly with members of staff, Trust Members, trustees, volunteers and external stakeholders and visitors to the Ouseburn.

It is vital that you subscribe to the values and aims of the Trust and have the skills, experience and enthusiasm to uphold our status as one of the leading Development Trusts in the North East.

Aim of the Ouseburn Trust

The Ouseburn Trust is an ambitious organisation committed to working with others to achieve a vibrant, diverse and sustainable future for the Ouseburn Valley.

Our current 3-year Strategic Plan can be viewed [here](#)

Background to the Trust

We are an independent development trust, registered charity and a company limited by guarantee, formally incorporated in 1996.

Expectations

The Trust does have expectations on its employees; in return it offers an environment that is rich in personal satisfaction and numerous non - financial rewards.

The following section describes the qualities we look for in our employees and the values the organisation has subscribed to:

Attitudes & Behaviours

- A Strong Work Ethic (reliability, commitment and timekeeping)
- Dependability and responsibility
- Possessing a positive attitude
- Adaptability and flexibility
- Honesty and integrity
- An appreciation of social, equality & environmental responsibilities
- Self - Motivated, with a desire to grow, learn and share knowledge
- Self-confidence (but not arrogance)
- Professionalism (open, fair and treats people with respect)
- Loyalty to the Ouseburn Trust Brand and values

Organisational Values

COLLABORATIVE • ACCOUNTABLE • INNOVATIVE • BOLD • RESPECTFUL