



**Job Description/Role Profile: Strategic Project Officer**  
 One-year, Fixed Term (extension subject to funding)  
 c £27,000



Urban Green Newcastle is a pioneering charity set up in 2019 to look after the city's parks and allotments. Our vision is for more people to enjoy and benefit from the beautiful open spaces in the city, and to ensure they are safe, welcoming and provide a great environment for wildlife and people which is valued by all. With support from core partners, Newcastle City Council, the National Trust and the National Lottery Heritage Fund, we are working to ensure a sustainable future for the 33 parks and over 60 allotments in our care.

Key to the future growth and development of the city's parks and allotments are Green Financing opportunities and environmental projects (from S106 and biodiversity net gain to grants for environmental improvements and building opportunities for people to connect with nature and green space).

This position of **Strategic Project Officer** will work with the Green Initiatives Strategic Lead to support the development of a range of green/environmental projects, including biodiversity net gain and engaging people with nature, and sourcing grant funding to deliver them.

What you will deliver:

**Project funding:** Working with the Green Initiatives Strategic Lead you will research, scope out, apply for and secure strategic project funding and partnership in the area of green finance, environmental services and connecting people to nature and urban green space.

**Strong partnerships:** You will support the Green Initiatives Strategic Lead in providing strong advocacy for the organisation externally and building strong partnerships regionally and locally to deliver innovative environmental projects.

**Innovation:** You will support the development and establishment of innovative environmental projects that will improve the biodiversity, climate change resilience, and quality of the parks and allotments in the care of Urban Green. You will learn from best practice and help source funding for new projects and services.

**Great teamwork:** You will work collaboratively across the organisation, understanding the needs and opportunities of each team and working with them to create and fund projects which sustain and grow Urban Green's mission.

**Our values**

**Green/Sustainable:** We are creating a green, sustainable future for the places in our care, encouraging both people and nature to thrive.

**Innovative:** We are leading creative ways to secure the future of public green space in the city. We are bold in our ambitions and not afraid to adapt and experiment.

**Collaborative/inclusive:** We are passionate about creating safe, welcoming and accessible places for everyone to enjoy. We act responsibly and take accountability for our decisions, balancing different needs in an open and fair way.

**Scale & scope of the role**

Reports to: Green Initiatives Strategic Lead

**Operating Budget:** You will take delegated responsibility for some project budgets and will ensure that finances are always managed carefully, with appropriate procurement, value for money and budgetary control.

**Line management:** No direct reports. You may have responsibility for volunteers, consultants and contractors working on behalf of Urban Green Newcastle as appropriate.

**Scope:** You will support the research and development of a range of new sustainable funding sources and projects. Based in our Jesmond Dene office, you will work across the UGN estate. The post may involve indoor and outdoor activities and evening and weekend work and a current driving licence and access to a car is required.

**Partnerships:** You will work openly and collaboratively with a wide range of partners including Newcastle City Council, the National Trust, Environment Agency, Natural England, Natural History Society of Northumbria, Northumberland Wildlife Trust, etc.

**Knowledge, skills and experience needed**

Sound knowledge of the environmental sector, ideally backed by a relevant environmental qualification (at least NVQ Level 3 or equivalent vocational experience)

Excellent project management skills, including financial management and budget control.

Excellent written and verbal communication skills, able to engage confidently both formally and informally with diverse groups of people.

A creative thinker and researcher with the ability to work independently using your own initiative

The ability to work collaboratively and to bring together a wide range of people, stakeholders and partners.

A collaborative team player, with good interpersonal and communication skills.

A self-starter with excellent organisational and time-management skills and good IT skills (Microsoft Office)