

## Proposal for Environmental Volunteer Project Officer

### 1 Introduction

This proposal is for a joint funded post between Brookside Big Local and Stirchley and Brookside Parish Council, to develop and lead an environmental volunteer project.

The purpose will be to create a 30 hour per week post to develop, coordinate and lead volunteers in delivering the: Our Environment: Clean, Safe and Green theme in the Brookside Big Local plan within the local plan area (inside Brookside Avenue) extending this throughout the parish.

The post holders work plan would include:

- Progressing the Brookside Big Local 'Our Environment: Clean, Safe and Green theme
- Recruiting and maintaining a volunteer workforce
- Regular litter picks across the parish
- Fly tipping awareness
- Basic environmental work
- Supporting local Friends of Groups
- Work with the Parish Environmental Team on specific projects
- Liaising with environmental partners: TWC, Idverde, Veolia
- Strengthening partnership working relations.

The post holder would also be responsible for the Brookside Big Local mini-bus and van ensuring they are well maintained and available for use by the community and commercial hire.

### 2 Benefits

The proposal will increase the capacity within the Parish to:

- Address environmental concerns (see Parish Strategic plan)
- Deliver the Brookside Big Local environmental plan
- Create volunteer opportunities

Both the Parish Council and Big Local have close links to the community centres in the Parish. We have already been able to use the relationships we have with centre users to encourage participation in volunteering; improving confidence and reducing social isolation. We hope to be able to work with agencies (Maninplace, Stay and ABT) who provide supported living in the parish to offer opportunities for their residents to participate in the community they are now part of.

### 3 Costs

It is proposed that this is a 30 hour a week post at scale 13 for a fixed term of two years, initially, ending October 2021. It is unlikely that we would be able to fill the post before mid-November at the earliest

Cost year one (5 months):	£8,689
Year two:	£21,272
Year three (7 months)	£12,657
<b>Total for contract period:</b>	<b>£42,618</b>

To support the project, funding will be required for equipment (purchase and maintenance) and training. Employment and insurance costs can be absorbed into general running costs for the Parish Council. A breakdown of costs and proposed funding is given below

	<b>Year 1 costs</b>	<b>Year 2 costs</b>	<b>Year 3 costs</b>	<b>Total</b>
Salary	8,689	21,272	12,657	42,618
Equipment (purchase/repair)	2,000	250	100	2,350
Training	1,000	2,000	1,000	4,000
<b>Total</b>	<b>11,689</b>	<b>23,522</b>	<b>13,757</b>	<b>48,968</b>
<b>Funded by</b>				
CFWD from previous year		10,486	1,139	
Capacity Building Fund Grant	10,000			10,000
Veolia Enviro-Grant		1,000		1,000
SBPC PET scheme funds	8,175	-	-	8,175
SBPC by precept		4,500	6,300	10,800
Brookside Big Local	4,000	8,675	6,300	18,975
	<b>22,175</b>	<b>24,661</b>	<b>13,739</b>	<b>48,950</b>

#### **4 Funding**

The proposal is for a 50% split in cost following successful grant applications to Telford & Wrekin Council and Veolia.

#### **5 Employment matters**

The Parish Council holds the employment contracts for Brookside Big Local would therefore act as 'Employer'.

We will need to agree a monthly work plan and a service level agreement between Brookside Big Local and the Parish Council.

#### **6 Recommendation**

This proposal is to be discussed at the Big Local partnership meeting to be held on Thursday 19<sup>th</sup> September.

If the Big Local partnership is and Parish Council are in agreement. A draft job description, person specification and advertisement can be agreed by the Personnel Sub Committee.

Gillian Bailey  
September 2019