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# **Trainee Role Description**

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| **Role Title:** |
| Trainee for the Sherbourne Valley Project |
| **Purpose of the Role:** |
| The role of the trainee is to:   1. To learn hands-on skills and gain work-based experience that could lead to a role within the environmental sector. 2. To work with the SVP team, with partner organisations such as Coventry City Council, Severn Trent or Historic Coventry Trust and with volunteers to help deliver practical projects. 3. To complete the [City & Guilds Level 2 Diploma in Work-Based Environmental Conservation](https://www.cityandguilds.com/-/media/productdocuments/land_based_services/environment_countryside_and_conservation/0070/0070_level_2/assessment_materials/0070_l2_assessor_guide_v5-pdf.ashx) |
| **Type of work you will be involved with:** |
| * Working at various sites across the Sherbourne Valley landscape including Coundon Wedge, Lakeview Park and Charterhouse Heritage Park in Coventry. * Carrying out a range of practical work e.g. installing woody debris in rivers, coppicing and scrub clearing, removing non-native invasive species and improving access and installing interpretation on sites across the landscape. * Undertaking habitat and wildlife surveys. * Working with volunteers to achieve goals. * Attending specific training courses as agreed with line manager e.g. power tools, surveying, etc. * Helping the team organise events, training sessions and projects e.g. ordering and delivery of materials. * Undertaking placements with SVP partners to gain a range of work based experience e.g. Coventry City Council * Producing promotional materials for projects and to help recruit new volunteers. * Undertaking at least one self-led project to demonstrate skills learnt. * By 5 months into the traineeship, to be leading project work on site, with suitable supervision and support. * To record learning in an evidence file to achieve the City & Guilds Level 2 Diploma in Work-Based Environmental Conservation. |
| **Key responsibilities** |
| Active involvement in the management of sites, to the required standard of work, efficiency and quality expected by the Placement Provider.Completion of the objectives and tasks as specified in your Individual Training Plan to be agreed with your Supervisor.Registration and commitment to completing the City & Guilds Level 2 Diploma in Work-Based Environmental Conservation.Accountable for your own development by undertaking and completing the project’s reviewing and reporting procedures. |

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| **Knowledge, Skills and Experience required:** |
| Knowledge:   * You should be able to demonstrate an interest in the environment and heritage e.g. rivers   Skills:   * Able to work with a range of people and in urban environments * Adaptable and flexible, with a willingness to learn * Able to work closely with others as a team player and able to work on own initiative * Willingness to supervise and lead others – leadership potential * Written communication skills and basic computer literacy * Able to drive to sites and transport equipment if necessary   Experience   * Proven ability to work outside in a variety of weather conditions, doing practical work * Proven ability to take responsibility for their own professional development |
| **Your contact:** |
| SVP Officers – to be agreed based on work focus. |

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| Salary: | £21,840 per annum ( Real Living Wage\*) |
| Hours: | 35 hours a week over a seven day period. The nature of the post’s duties may from time-to-time require evening and weekend work. Paid overtime is not available, but time off in lieu will be given for any additional hours spent on the placement in a week. |
| Probationary period: | All appointments are subject to the satisfactory completion of a probationary service of one month. |
| Contract | One Year |
| Holidays: | A full-time trainee has 25 holiday days per annum in addition to normal public holidays. |
| Notice Period: | The period of notice for termination of your placement will be one week on either side. |
| Place of Work: | The post will benefit from agile working, with office work undertaken at Brandon Marsh Nature Centre, Brandon Lane, Coventry, CV3 3GW. |
| Travel: | Travel across the project area will be required. Where applicable, the use of your own vehicle may be necessary and you will be required to have insurance to cover business use. A mileage allowance of 45p per mile will be payable for such journeys. If you are required to use public transport fares will be reimbursed. |
| Training: | The Trust is fully committed to personal development and training and each trainee will be allocated a £1,000 training budget to support continued professional development. |
| Qualification: | Level 2 Diploma in Work-based Environmental Conservation (0070)  This qualification will form part of the Apprenticeship framework for Environmental Conservation. It is a work-related, competence-based qualification. It reflects the skills and knowledge needed to do a job effectively, and shows that a learner is competent in the area of work the qualification represents. The different routes available within this qualification are Environmental Conservation, Access and  Recreation and Rivers, Coasts and Waterways. |
| Application deadline: | Sunday 20th July 2025 |
| Interviews: | Wednesday 30th July 2025 |
| Start date: | Monday 8th September 2025 |

\*We have specifically chosen to ensure the trainees will be paid the [Real Living Wage](https://www.livingwage.org.uk/what-real-living-wage) , so that it is a viable option for those who cannot afford not to work. This is above the Governments National Minimum and Living Wages. The real Living Wage is the only UK wage rate that is voluntarily paid by almost 10,000 UK businesses who believe their staff deserve a wage which meets everyday needs - like the weekly shop, or a surprise trip to the dentist. We will be particularly keen to see applications from under-represented groups, and those for whom such opportunities are harder to come by, such as single parents or those with financial commitments making a career change (or starting a career) very difficult.

**Online Trainee Recruitment Event – Wednesday 2nd July, 7-8pm**

Interested in one of our traineeships but need some questions answered? This is your chance to ask all of those and find out more. [Register here](https://www.eventbrite.co.uk/e/online-qa-for-applications-to-sherbourne-valley-project-traineeships-tickets-1381895640059?aff=oddtdtcreator)