

JOB DESCRIPTION

Ox-Cambs Vision Coordinator

Hours of work: 21 hours per week

Type of contract: 1 year fixed term contract (with possible extension)

Based at: Trust Head Office in Littlemore, Oxford, and/or Meadow Farm, nr Bicester

Salary Band: C

BACKGROUND

The Berkshire, Buckinghamshire and Oxfordshire Wildlife Trust (also known as BBOWT) was formed in 1959 and has a vision of an environment rich in wildlife for everyone, valued by all. We aim to lead the way to nature's recovery through innovative land management, and connect people with nature to improve their wellbeing. We work in partnership and through collaborative projects with local communities, businesses, land owners and local authorities. In the three counties BBOWT owns or manages 90 nature reserves covering 2,500 hectares. We have more than 50,000 members, employ over 100 professional staff, and have active support from more than 1,350 volunteers. Each year around 12,000 schoolchildren visit our education centres. BBOWT has an annual turnover of over £6 million and receives income from membership subscriptions, grants and donations. BBOWT is one of 46 Wildlife Trusts working across the UK, each is a corporate member of the Royal Society of Wildlife Trusts.

JOB PURPOSE

The National Infrastructure Commission (NIC) recently led the development of an ambitious plan to create one million new homes and jobs by 2050 through the Cambridge – Milton Keynes – Oxford corridor, which is promoted as the "Growth Arc". A major element of the Growth Arc plan is the Oxford to Cambridge Expressway – currently under consultation and due to be completed by 2030. This represents the most significant development proposal in the South East in the past 50 years.

This role will develop an exciting and ambitious spatial vision for nature that challenges the current economically driven vision. This vision will include a spatial map (and associated promotional multimedia) identifying possible enhancements to the landscape to increase biodiversity and improve ecological connectivity. Potential for a nature recovery network within the broad growth arc corridor will be identified and an accompanying narrative attractive to the public and decision makers developed.

This role will contribute to the development of the vision by:

- Coordinating input from The Wildlife Trusts, RSPB and other conservation organisations.
- Developing and delivering an advocacy and communications strategy for the vision, which is agreed with the steering group, to ensure widespread support from the public and a range of decision makers.
- Managing external suppliers to develop communications materials that will engender support from the public and decision makers.

REPORTING LINE

Reports directly to the Head of Planning, Policy and Advocacy.

STAFF MANAGEMENT

This post has no line reports.

KEY RESPONSIBILITIES

Coordinating Input

- Acting as the secretariat for steering group meetings in liaison with the chair and other members to ensure; agreeable locations are secured, regular productive meetings are achieved, and good notes and actions are taken and followed up.
- To recruit other organisations to endorse the vision by identifying those to target, agreeing this with the steering group, and coordinating the requests for endorsement.
- Attending, and where necessary, facilitating other meetings between individuals from the contributing organisations to ensure the vision is developed in a timely manner and relevant staff are well informed of the process.
- To act as a central hub for all things related to the development of the Oxford-Cambridge Expressway and Growth Arc, by creating and updating a list of stakeholders, attending relevant public meetings and gathering all relevant information, to be shared with all contributing organisations in briefings and through a central shared information point.

Project Management

- Project managing the development of the vision, by using project management tools to ensure timely development and good communications between stakeholders.
- In conjunction with the Steering Group Chair create regular reports for meetings between CEOs of the participating organisations and for the funding body supporting this post.

Launching Vision

- Develop and deliver a communications and advocacy strategy for the vision in conjunction with relevant staff members from the contributing organisations and external suppliers, which includes the writing of briefings, press releases and other relevant content.
- To recruit and manage suppliers to support the development and communication of the vision by setting tender processes, agreeing contracts and managing the budget.
- Promote the vision by organising a launch event and by coordinating engagement with the local media.

General

- Adhere to all Trust policies, procedures and systems.
- To represent the Trust in a professional manner and to act at all times in a manner which will not damage its reputation.
- To ensure that all health and safety obligations are met in all aspects of the role.
- To engender a culture of membership recruitment within the team.
- Any other duties as delegated by the line manager, Head of Department or Chief Executive.

PERSON SPECIFICATION

	Essential	Desirable
Degree or equivalent level of experience in planning, ecology, conservation or another relevant environmental discipline	✓	
Minimum of 3 years experience of working within the conservation sector	✓	
At least 2 years of experience of project managing a landscape scale conservation project or project management in another field, which has been achieved to agreed time scales	✓	
Up to date knowledge of legislation, policy and Government agencies involved in environment, planning and development in England	✓	
Experience of creating agendas and facilitating meetings diplomatically to ensure positive outcomes	✓	
Demonstrably strong negotiation, influencing and persuasive skills	✓	
Experience of creating tender processes and managing suppliers to deliver work within digital and communications	✓	
Experience of organising events	✓	
Experience of developing promotional content for a project (press releases, social media, websites)	✓	
Experience of developing or delivering strategies around advocacy and communications	✓	
Computer literate with a working knowledge and understanding of Microsoft Office functions such as Word, Excel, Email, Outlook and the Internet	✓	
Excellent oral and written communication skills with an ability to write clear persuasive reports	✓	
Current UK valid driving licence	✓	
Ability and willingness to demonstrate the BBOWT values of Integrity; Respecting Others; Personal Responsibility; Team Work; and Learning Culture	✓	
Knowledge of the landscape between Oxford and Cambridge		✓
Experience of working with multiple stakeholders to deliver a joint project (within conservation or in another discipline)		✓
Experience in the use of digital tools that assist with co-working, such Google Docs, Trello, Dropbox		✓
Experience of engaging MPs, Councillors or other influential individuals		✓
Experience of working with the media		✓
Experience of securing project / grant funding		✓
Experience of using GIS mapping tools		✓

MEASUREMENTS OF SUCCESS

- Establish use of project management tools to monitor the progress of the project.
- Timely production of meeting notes and actions, with clear timescales that are subsequently followed up.
- Delivery of regular reports and briefings.
- Development of a compelling vision which is well publicised through media and an event.