

JOB DESCRIPTION

ENGAGING WITH NATURE PROJECT OFFICER

Hours of work: 28 (0.8 FTE)

Type of contract: Fixed term until 31st October 2022

Based at: The Nature Discovery Centre, Thatcham

Salary Band: B

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 over 80 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.

Our mission – To create a Living Landscape across our towns, cities and countryside and inspire our communities to act for nature.

Our aim – To lead the way for nature's recovery and connect people with nature, so that:

- Our soil and water resources are managed to create functioning ecosystems and wildlife-rich places
- Local communities, decision-makers, landowners and business work with and for nature
- People recognise their dependence upon nature and its value to their mental and physical wellbeing

JOB PURPOSE

Delivery of our Engaging With Nature project; a health and wellbeing project enabling groups and individuals in the local community to connect with nature and benefit from the positive impacts on their mental wellbeing

REPORTING LINE

Reports directly to the Community Wildlife Officer (West)

STAFF MANAGEMENT

This post will line manage casual staff

BUDGETARY RESPONSIBILITY

Has responsibility for own budget under control from line manager

KEY RESPONSIBILITIES

- Recruit, train and support casual staff and volunteers to assist with delivery of the project
- Manage the development, planning and delivery of Engaging With Nature sessions
- Liaise with partner organisations for the delivery of the project
- Evaluate the success of the partner programmes, including using before and after surveys to gauge the benefits to participants.
- Support the Engaging With Nature Assistants in delivery of the sessions
- Maintain project plans and records, including an inventory of equipment
- Provide regular reports as required
- Manage delegated budget under control from line manager
- Work collaboratively with partner organisations to plan tailored programmes for their users
- Establish strong links with BBOWT staff at the Nature Discovery Centre and in the wider People Engagement team, to ensure optimal use of resources and exploit all opportunities of cross-team working
- Generate leads for future partners
- Liaise with existing external volunteer/local groups in the area, to promote and generate interest in the project, build productive relationships, and explore other opportunities for partnership working
- Adhere to all Trust policies, procedures and systems; represent the Trust in a professional manner and to act at all times in a manner which will not damage its reputation
- Ensure that all health and safety obligations are met in all aspects of the role, in particular, ensure implementation of Child Welfare and Safety Code of Practice
- Engender a culture of membership recruitment in all BBOWT activities
- Undertake any other duties as delegated by the line manager, Head of Department or Chief Executive.

PERSON SPECIFICATION

	Essential	Desirable
Experience of working with a range of different audiences	✓	
Proven experience of developing and managing community projects		✓
Experience of building productive partnerships with third party organisations to deliver common outcomes		✓
Experience of working on health and well-being projects	✓	
Knowledge and experience of delivering outdoor activities with an emphasis on bushcraft themes	✓	
Experience of creating engaging and inspiring activities for a range of different audiences and ages	✓	
Excellent interpersonal skills and communication skills at all levels and across a broad range of audiences	✓	
Proven experience of managing staff and volunteers	✓	
Practical conservation experience		✓
Good knowledge of local wildlife and habitats, or strong general interest and willing to learn	✓	
Food Safety certification	✓*	
First Aid at Work certification	✓*	
Proficient IT skills (MS Word, Excel, Outlook and the internet)	✓	
Ability to work as part of a team	✓	
Ability to work independently with minimal supervision	✓	
Ability to manage competing deadlines and priorities	✓	
Experience of undertaking risk assessments/ risk management		✓
Excellent organisational skills	✓	
Ability and willingness to demonstrate the BBOWT values of Integrity; Respecting Others; Personal Responsibility; Team Work; and Learning Culture	✓	

✓* means that the certification must be achieved within 2 months of being appointed in post (if not already qualified). In these instances, the candidate appointed will receive appropriate training and two opportunities to pass assessments to ensure that they do meet the criteria. The training and assessments will take place within the six month probationary period or a longer period if agreed by the Trust. A consistent failure to achieve an adequate standard in tests for 'essential' skills is likely to mean that the employment will be terminated.

MEASUREMENTS OF SUCCESS

- Delivery of the project objectives
- Accurate reporting of project progress and budget spend in accordance with BBOWT policies and funder requirements
- Excellent feedback of session delivery from observation by Community Wildlife Officer West
- Number of volunteers recruited, trained and assisting regularly
- Amount of supervision required for project delivery

This post will be DBS checked at enhanced level. A criminal conviction will not necessarily be a bar to obtaining the position. BBOWT will not unfairly discriminate on the basis of criminal convictions. BBOWT's policy regarding this matter and the Disclosure and Barring Service Code of Practice are available on request.