

JOB DESCRIPTION

Wild Banbury Project Officer

Hours of work: 14 hours (2 days) per week

Type of contract: Fixed term for 12 months

Based at: Homeworking with regular visits to Banbury for project delivery and meetings

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

To deliver the outcomes and objectives of the Wild Banbury community engagement project;

- To create opportunities for people to better understand nature and enable people to act to protect it
- Create more spaces for nature

REPORTING LINE

Reports directly to Community Wildlife Officer (West)

EMPLOYEE MANAGEMENT

This post has no line reports

BUDGETARY RESPONSIBILITIES

This post has no budgetary responsibilities

KEY RESPONSIBILITIES

- Engagement of community hubs in project area
- Raise profile of project to recruit & enable volunteers to act for wildlife
- Support a skills audit and training schedule for Wild Banbury volunteers
- Plan and deliver a series of educational events for public using blend of in person and online platforms
- Engage and enthuse local partners in delivery of Wild Banbury project include Banbury Town Council and local community groups
- Assist in developing a Cherwell focused community group network (Banbury and Bicester)
- Promote resilience and self-led nature of volunteer groups working on Banbury sites
- 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 provide regular reports as required
- 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
Two or more years' experience of working with local communities or community groups	✓	
One or more years' experience of leading volunteers	✓	
Experience of working in partnership with local authorities and/or nature conservation organisations to deliver common outcomes	✓	
Experience of giving talks and presentations	✓	
Experience of organising community activities and events	✓	
Excellent written and oral presentation skills including being able to deal with the public, Trust members, partner organisations and volunteers in a friendly manner in a variety of situations	✓	
The ability to work under pressure and to deadlines	✓	
Good knowledge and understanding of local wildlife and habitats or strong general interest and willing to learn	✓	
Understanding principles of Wildlife Gardening	✓	
Ability to work independently with minimal supervision	✓	
Experience of developing and delivering training to groups	✓	
A current UK driving licence and access to a vehicle for business use	✓	
Willingness to work weekends and evenings	✓	
Well-developed IT skills with a working knowledge and understanding of MS Office functions such as Word, Excel, Outlook and the internet	✓	
First Aid at Work Certificate	✓*	
Experience of using CMS management plan package		✓
Ability and willingness to demonstrate the BBOWT behaviours of Connect; Grow; Lead by Example; Positivity; and Conscious Inclusion	✓	

✓* 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
- Feedback from participants and evaluation of activities states that attendees feel empowered to act for nature/have better understanding of nature and action they can take to help
- Amount of supervision required for project delivery