

Job Description

Engagement & Activities Leader

Hours of work: 28 hours per week (including working alternate weekends and occasional evenings)

Type of contract: Permanent

Based at: One role at College Lake / One role at NDC with travel to other sites as required.

Croner rank: 5

Reporting Line

The post holder reports to the Operations Manager.

Line Management

This role has no staff line management responsibility. It will however coordinate Activity Volunteers

Job Purpose

To help more people connect with nature and BBOWT by planning, coordinating and delivering fun, educational & inspiring activities for both adults and children.

Key Responsibilities

It is estimated the role will be split into 70% activity delivery: 30% engagement.

- Delivering inspiring, educational, nature themed, public and private events and activities, to visitors from a wide range of ages and backgrounds
- Developing, planning and managing a year-round seasonal programme of bookable and drop-in activities
- Supporting the planning and coordination of volunteer resources, including helping to recruit Activity Volunteers who assist in delivering the programme
- Developing informative learning resources across a variety of media to promote nature connection
- Building and sustaining positive working relationships with Activity volunteers and other Visitor Centre staff and volunteers
- Helping build and maintain positive relationships with partner organisations, including local community groups and special interest groups
- Supporting BBOWT in the promotion and circulation of activity details to maximise reach and attendance
- Assisting with general administration, reporting and upkeep of activity areas as required
- Ensuring that all health and safety obligations are met in all aspects of the role, including the implementation of current Welfare and Safeguarding related procedures
- Ability and willingness to demonstrate the BBOWT behaviours of Connect; Grow; Lead by Example; Positivity; and Conscious Inclusion
- Any other duties as delegated by the line manager, Head of Department or Chief Executive.

Person Specification

- Strong understanding of different ways people learn and communicate
- Ability to engage a wide range of audiences in varied settings to impart key concepts
- Good knowledge of common UK wildlife and habitats
- Excellent planning and organisation skills
- First aid qualification*
- Competent in use of MS Office functions such as Word, Outlook and advanced Excel
- Ability and willingness to demonstrate the BBOWT behaviours and values

* means that the certification must be achieved within 6 months of being appointed in post (if not already qualified). The candidate appointed will receive appropriate training and two opportunities to pass assessments to ensure that they meet the criteria. The training and assessments will take place within the probationary period or a longer period if agreed by the Trust. A consistent failure to achieve an adequate standard in tests is likely to mean that the employment will be terminated.

Measurements Of Success include:

- Number of events, variety and average participation numbers
- Financial performance (income and management of costs)
- Positive feedback from visitors, colleagues and volunteers
- Demonstrable relationships with local organisations including community groups and local interest groups

The Berks, Bucks & Oxon Wildlife Trust is committed to equal opportunities and maintaining a safe and secure environment for all children, young people and vulnerable adults. Therefore, the successful applicant for this position will be subject to pre-employment checks including an enhanced Disclosure and Barring Service (DBS) check. Please note, it is an offence to apply for this position if barred from engaging in regulated activity relevant to children.