

Gloucestershire Wildlife Trust



Job description

Job title:	Nature Nurtures Project Officer
Job purpose:	To deliver on the Nature Nurtures project
Salary:	£24,000, full time, Fixed term until end of March 2022
Responsible to:	Engagement Manager
Responsible for:	Engagement volunteers, Outdoor Learning Activity Leader
Liaison with:	Head of Engagement and Learning, Engagement and Learning Team, Admin and External Relations teams, Operational and Reserve Teams, members of the public, project partners (in particular Young Gloucestershire, Young Minds Matter) and community groups

Introducing Gloucestershire Wildlife Trust

We are Gloucestershire Wildlife Trust – the largest membership organisation in the county dedicated to local wildlife. We work closely with local communities, landowners and partners to deliver much-needed conservation work across more than 1000 hectares of nature reserves, and within the wider landscape of Gloucestershire. 28,000 members in Gloucestershire support our work, with hundreds regularly volunteering time and commitment.

Our mission is a simple one – to value nature. Our ambition is to restore, recreate and reconnect Gloucestershire's wild places. We want everyone in Gloucestershire to value, enjoy and share the natural world.

Our priorities are outlined in our Strategic Plan: Wild Places, Natural Solutions - <http://www.gloucestershiREWildlifeTrust.co.uk/about-us/who-we-are/strategic-plan>

Our vision is ambitious, but we believe we can deliver it by:

- Creating bigger, better, more connected wild places where people and wildlife can thrive
- Inspiring more people and communities to take action for wildlife
- Leading on 'natural solutions'; championing the value of what wildlife can do for us
- Growing our resources, influence and reach to shape a strong, resilient organisation.

Gloucestershire Wildlife Trust manages a vast mixture of different wild places: from wetlands in the Severn Vale and heathland in the Forest of Dean, to limestone grasslands in the Cotswolds and a large ancient woodland at Lower Woods in South Gloucestershire. In addition to our community programmes, we have a vibrant programme of work outside our reserves, supporting farmers and landowners to deliver bigger, better and more connected landscapes where wildlife can thrive.

Gloucestershire Wildlife Trust expects its staff, paid and unpaid, to carry out their duties in a way which consistently exceeds the regulations and expectations of society at large in matters ethical and environmental. The Trust will ensure that its staff receives appropriate training and development opportunities based on a documented personal annual appraisal.

Introduction to the role

The Nature Nurtures Project Officer will deliver on the Nature Nurtures project, supporting children in Gloucester, Cheltenham and the Forest of Dean with low level mental wellbeing needs through nature activities. The project officer will be responsible for developing and delivering the project activity programme, working closely with referral agencies to recruit young people on to the project, working closely with an external evaluator, supervising an Outdoor Learning Activity Leader to support session delivery, liaising with Trailblazer schools and coordinating activity contractors to deliver special sessions.

This project is a pilot, funded by the Gloucestershire Clinical Commissioning Group to demonstrate the impact of the natural world on young people's mental wellbeing. The project officer, working with an external evaluator, will assess the wellbeing of participants at the start and end of the programme. The activity programme developed will be fun, engaging, and promote team building and confidence building, as well as developing wildlife knowledge and skills. The project officer will need to have experience of working with young people in the natural world and supporting them to develop skills, and confidence.

Outline of main responsibilities

- Deliver the Nature Nurtures project providing opportunities for young people to engage in nature activities
- Develop an engaging activities programme, using contractors where appropriate for special activities
- Work closely with external evaluator to develop and implement an evaluation plan for the project
- Work closely with referral and support agencies (Young Gloucestershire and Young Minds Matter) to take referrals, and support the young people
- Liaise with Trailblazer schools and Trailblazer leads to ensure all information is available
- Report on progress to funders and project partners when requested
- Liaise and attend meetings with partners regularly
- Supervise / support Outdoor Learning Activity Leaders to support session delivery
- Develop delivery plans and schedules
- Develop and implement a communications plan for projects
- Effectively manage budget, ensuring all spends are recorded and in line with budget available.
- Identify further project opportunities and develop projects into multi-year proposals

Office, training and personnel

- Report monthly to the Engagement Manager on project progress, administrative issues and workload priorities;
- Report any key issues which may impact on other departments or affect safe working practices;
- Ensure monitoring and evaluation forms are kept up to date and in good order, so data can be extracted as needed;
- Minimise filing backlogs and prioritise workload to meet targets;
- Attend training courses as required and as agreed with the Engagement Manager;
- Be familiar with Trust Policies and Procedures and implement, including appropriate risk

- assessments for the activities undertaken;
- Participate in appropriate Trust and partners' promotion activities as required including attendance at events;

Liaison, marketing and recruitment

- Ensure that effective and efficient liaison is maintained with other Trust staff and volunteers and with land owner staff;
- Attend and represent the Trust and partner organisations at external meetings, conferences, seminars, and public gatherings relating to the project;
- Work with the Membership Manager to distribute membership, promotional and recruitment literature where appropriate;
- Liaise with the Communications Manager and partner organisations for all promotional material and publications and for all contact with the media.

Tools, equipment, vehicles and materials

- Report any faults or deficiencies in the project equipment to the Engagement Manager;
- Keep the project manager advised of current and future requirements for equipment.

General

- Carry out other duties from time to time as required by the Head Engagement and Learning or Chief Executive;
- Present a friendly, professional, confident and tidy appearance;
- Keep Health and Safety matters as the overriding determinant at all times and in all circumstances.

Qualifications and Skills required

The officer must be able to prioritise work towards the project's objectives and in accordance with the funders' requirements. A full driving licence is necessary to perform this role.

Knowledge and experience:

Essential:

- At least two years' experience working on environmental engagement projects
- Significant experience of working with young people, inspiring and connecting them to the natural world
- Experience of recruiting, training and organising volunteers and carrying out risk assessments
- Working knowledge of safeguarding and child / vulnerable adult protection issues
- Experience of working with partner organisations

Desirable:

- Experience of working in disadvantaged communities
- Experience of working on wellbeing projects
- An understanding of the key issues and threats relating to biodiversity and sustainable development in general
- Experience of working in situations where challenging behaviour may arise

Skills

Essential:

- Excellent communication skills, both verbally and written, with a wide range of ages and backgrounds
- Proven ability to motivate, train, mentor and support a young people to engage with the natural world
- Ability to work independently using own initiative and judgement, as well as in close co-operation with others
- Event / activity management skills
- Excellent organisational and time-management skills. Able to prioritise workloads and meet deadlines
- Good IT skills and fully competent in Microsoft Word, Excel and PowerPoint. Microsoft Teams and Zoom.
- Good practical skills, and ability to instruct others to carry out practical work safely and effectively
- Ability to evaluate project outcomes effectively

Desirable:

- Good naturalist and wildlife survey skills
- Able to innovate and work with partners to solve problems
- Able to use more complex IT packages and programmes, including Canva, video editing software

Qualities

- High degree of initiative and self-reliance
- Pragmatism, tact and diplomacy, with an ability to work with partners
- Enthusiasm, motivation and dedication
- Personal commitment to the environment and wildlife conservation
- A reasonable level of personal fitness
- Willingness to work outdoors, and weekends/ evenings as appropriate
- Good attention to detail

Terms of Employment

This is a fixed term full-time post (35 hours per week) to 31st March 2022 and is subject to a three-month probationary period. We will seek to extend fixed term posts if resources allow. This role will require regular weekend working.

A contributory pension scheme is in operation and the post holder is entitled to 21 days paid leave per year pro rata (rising to 30 days through service) in addition to public holidays and Christmas closing period.

Our office facilities are at Robinswood Hill Country Park in Gloucester. Your line manager will provide details and agree your office/home/other working arrangements.

It is the nature of the work of Gloucestershire Wildlife Trust that tasks and responsibilities are, in many circumstances unpredictable and varied. All staff are, therefore, expected to work in a flexible way when the occasion arises where tasks that are not specifically covered in the Job Description have to be undertaken, including providing occasional cover for absent staff in order to maintain organisational effectiveness.

Training and Development

As part of its commitment to investing in its people, The Gloucestershire Wildlife Trust trains and supports its staff in the delivery of their duties. Advice will be given in drawing up a personal development plan and all suggestions considered according to resources available and the over-riding priorities of the Trust. An appraisal process is carried out every year.

Major changes to duties and responsibilities and reasonable notice will be given before implementation.

Equality, Diversity and Inclusion

Gloucestershire Wildlife Trust is committed to encouraging equality, diversity and inclusion among its workforce, and eliminating unlawful discrimination, harassment and victimisation. The Trust's policy is to provide equality, fairness and respect for all staff, whether temporary, part-time or full-time; ensure no unlawful discrimination against the Equality Act 2010 protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex and sexual orientation; and to oppose and avoid all forms of unlawful discrimination. A full copy of the policy is available on request.