



Gloucestershire
Wildlife Trust

Nature Nurtures Project Officer

We are recruiting for Nature Nurtures Project Officer

Job Purpose:

The Nature Nurtures Project Officer will deliver on the Nature Nurtures project, supporting children and young people in the county 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 partner organisations to recruit children and young people on to the project, supervising an Outdoor Learning Activity Leader and/or volunteer to support session delivery and coordinating occasional activity contractors to deliver special sessions. The project officer will deliver sessions in an 8 week block, with the same cohort of children each week.

Salary: £24,500 full time salary equivalent pro rata, role is 0.8 FTE (28 hours)

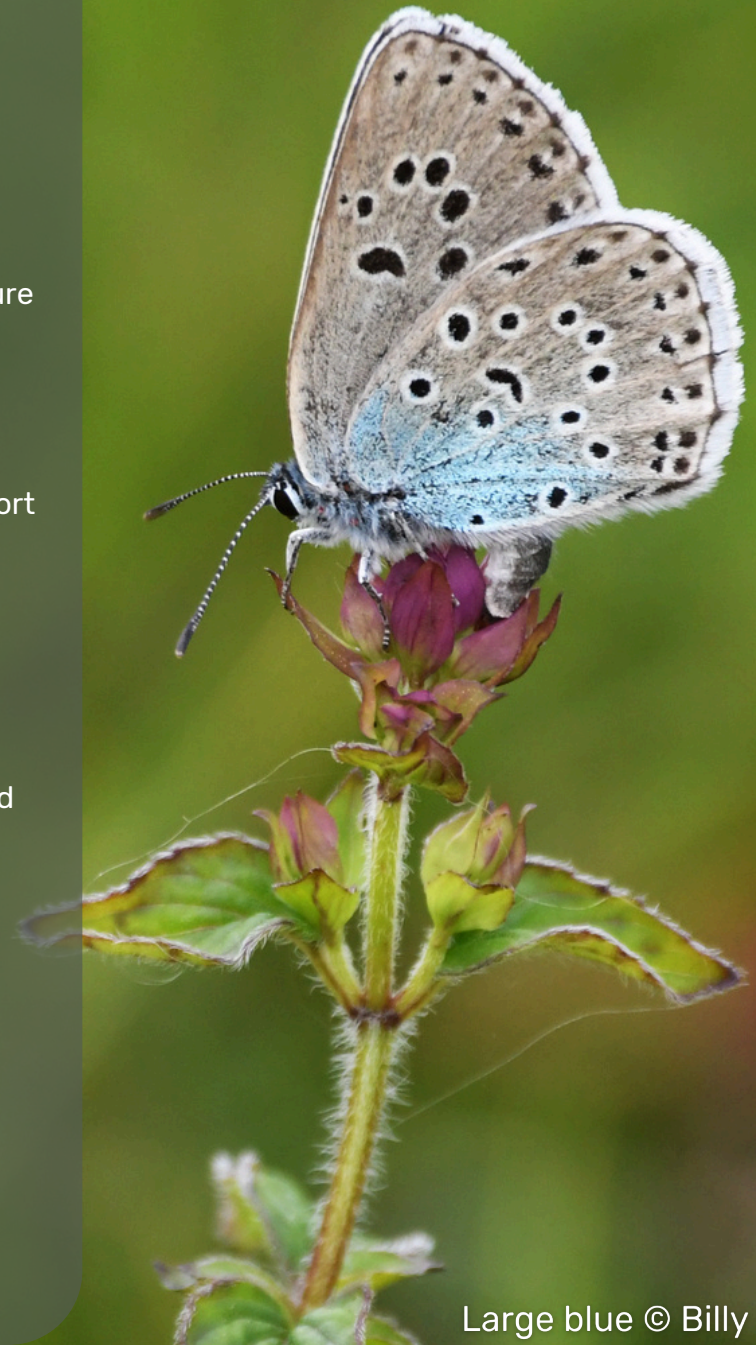
Term: 2 Year Fixed-Term contract. Potential for extension subject to funding. Some weekend work included.

Location: Robinswood Hill Country Park in Gloucester.

Responsible to: Engagement Manager

Liaison with : Head of Engagement and Learning, Wider Engagement and Learning Team.

Job description



Large blue © Billy Heaney



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Introducing Gloucestershire Wildlife Trust

We are Gloucestershire Wildlife Trust – the largest membership organisation in the county dedicated to local wildlife. We own and manage more than 60 nature reserves across the county, all of which offer free access for visitors. 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 over 2,500 acres of land, 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.



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Gloucestershire Wildlife Trust Values

Our values reflect each of us being:

A CARING COLLEAGUE – supportive and honest

Behaviours: We are considerate, honest and fair. We make time for each other and actively listen to others concerns or barriers before responding and finding solutions together.

ROOTED IN OUR COMMUNITIES – making nature inclusive

Behaviours: We respect each other's views and recognise and value our different backgrounds and lived experiences.

CHAMPIONS FOR WILDLIFE – passionate and pioneering for nature's recovery

Behaviours: We have an urgency for action. We are open to new ideas, encouraged to take risks together, finding creative solutions and learning from our mistakes.

ARC symbolises the values we stand for, we have a shared culture with smooth connections between all parts of our organisation.



Outline of main responsibilities

- Deliver the Nature Nurtures project providing opportunities for children and young people with mental health concerns to engage in nature activities.
- Develop an engaging activities programme, using occasional contractors where appropriate for special activities.
- Develop and implement delivery plans and schedules.
- Develop and implement a communications plan for the project.
- Promote sessions and recruit attendees.
- Use evaluation tools to assess changes to mental wellbeing in attendees.
- Report on progress to funders and project partners as requested.
- Liaise and attend meetings with partners as required.
- Supervise/support Outdoor Learning Activity Leader and volunteers to support session delivery.
- 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
- Ensure compliance with GDPR in all record keeping
- 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 appropriate risk assessments for the activities undertaken
- Participate in appropriate Trust and partners' promotion activities as required including attendance at events.



Outline of main responsibilities

Liaison, marketing and recruitment

- Ensure that effective and efficient liaison is maintained with other Trust staff and volunteers and with other partners.
- Attend and represent the Trust and partner organisations at external meetings, conferences, seminars, and public gatherings relating to the project.
- Work with the Membership team 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 Engagement Manager advised of current and future requirements for equipment.

General

- Comply with Health and Safety, GDPR and Safeguarding policies.
- Minimise filing backlogs, prioritise workload and meet targets set by line manager.
- Plan, organize and manage workload to ensure duties/processes are completed in a timely and accurate manner.
- Be familiar with Trust Policies and Procedures.
- Participate in general relevant activities as required including the occasional attendance at event.
- Present a friendly, professional, competent and tidy personal appearance.
- Keep Health and Safety matters as the overriding determinant at all times and in all circumstances



Person Specification

Qualifications

Essential:

Full UK driving licence.

Desirable:

- A relevant qualification related to working with children – PGCE/Teacher training/Forest School etc.
- A relevant qualification related to working in the outdoor environment.

Knowledge and experience

Essential:

- At least 2 years' experience working with children and young people, inspiring and connecting them to the natural world.
- Significant experience of working on environmental engagement projects
- Experience and understanding of children and young teens mental health concerns
- Experience of training and organising volunteers.
- Experience of carrying out risk assessments and the need for dynamic risk assessments.
- Working knowledge of safeguarding and child protection issues
- Experience of working with partner organisations.

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Person Specification

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- Experience of working with partner organisations.

Desirable:

- Experience of working in disadvantaged communities.
- Experience of working on wellbeing projects.
- Experience of working in situations where challenging behaviour may arise.
- Experience of creating/implementing evaluation frameworks to evidence impact.
- Experience of reporting project outcomes to funders
- An understanding of the key issues and threats relating to biodiversity and sustainable development in general.
- Experience of developing and marketing programmes.

Skills

Essential:

- Excellent communication skills, both verbally and written, with a wide range of ages and backgrounds
- Proven ability to motivate and support children and 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.





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Person Specification

- Good IT skills and fully competent in Microsoft Word, Excel and PowerPoint. Microsoft Teams and Zoom.
- Ability to evaluate project outcomes effectively.

Desirable:

- Good naturalist and wildlife identification skills.
- Able to innovate and be flexible to solve problems.
- Use of more complex IT packages such as Canva to create visually compelling resources and reports.

Qualities:

- Flexibility and an ability to adapt to changing circumstances.
- High degree of initiative and self-reliance.
- Pragmatism, tact and diplomacy.
- Ability to work with a wide range of stakeholders from children and parents to funders and partners.
- Enthusiasm, motivation and dedication.
- Empathetic to a broad range of individuals' needs.
- Personable and approachable.
- Personal commitment to the environment and wildlife conservation.
- A reasonable level of personal fitness.
- Willingness to work outdoors, and weekends and evenings.
- Good attention to detail.



Terms of Employment

This is a fixed term, part time post (28 hours a week) for 2 years with the potential for extension subject to funding, and is subject to a three month probationary period. Due to the nature of this project, significant weekend working will be required for which time off in lieu is given.

We offer a rounded benefits package to include life insurance of three times salary, a contributory pension scheme with generous employer contributions and an employee assistance programme. The postholder is entitled to 25 days paid leave per year pro rata (rising to 30 days through service) in addition to public holidays and Christmas closing period as well as two volunteering days. Other discounts and benefits are available too.

Our office facilities are at Robinswood Hill Country Park in Gloucester. Hybrid/Flexible working arrangements are subject to line manager discretion on completion of the probationary period.

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 are undertaken, including providing cover for absent staff in order to maintain organisational effectiveness.

As part of its commitment to investing in its people, GWT 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.



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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.



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How to apply

To make an application, please send a CV and covering letter to hr@gloucestershiREWildlifeTrust.co.uk by midnight on Sunday, 06th July 2025.

Thank you for your interest in this position and we look forward to receiving your application.

