**Swindon Project Volunteer and Community Engagement Officer**

**Job Description and Person Specification**

**Reports to:** Conservation Lead Swindon

**Contract:** Permanent

**Hours:** Full Time 37.5 per week Monday – Sunday with some occasional weekend work required

**Based at:** Blakehill Nature Reserve with some home working available

**JOB PURPOSE**

To organise, coordinate and lead community and volunteer action to deliver Tree planting and other habitat management works, and ecological surveys within the Swindon Project Area.

**DIMENSIONS**

There are no line management or overall budget responsibilities for this role. You will have occasional control of discreet budgets relating to specific items of work. You will be required to supervise work placement students, trainees and volunteers.

**MAIN DUTIES AND RESPONSIBILITIES**

Principle Accountabilities

• Promote, support and implement a volunteer wildlife conservation taskforce in the Swindon area:

* Manage the volunteer journey, from signing up to taking part and being thanked.
* Work to increase volunteer retention and repeat attendance.
* Identify and support key volunteers to become task leaders or first aiders / develop a specific skill set to add value to groups

• Develop a Swindon Tree Warden scheme.

• Take the lead on the delivery of the Westcott Forest Garden and Tree Nursery.

• Create, scope and deliver opportunities for collaborative working with individuals, groups and organisations to promote action for wildlife.

• Engage with, and adapt to the needs of, a diverse range of audiences including minority and underrepresented groups.

• Support Health and Wellbeing and similar groups.

• Enthuse and empower community groups to take action to help local wildlife.

• Publicise and promote the Project and the benefits of community and volunteering action for wildlife conservation. This will include: the production and distribution of monthly newsletters, maintaining a social media presence on several platforms, and regular contributions to traditional press including speaking on local radio, attending, organising and delivering events.

• Produce and deliver a training programme for local communities and volunteers.

• Seek opportunities, promote and lead activities for corporate groups within the Project area.

• Complete and return required paperwork in a timely manner and to high standard e.g. timesheets/ task and work reports/ risk assessments/ survey results

• Maintain tools and equipment.

• Undertake personal development training as required

• Any other duties as may be required which are commensurate with this post.

**SAFEGUARDING**

Wiltshire Wildlife Trust is fully committed to safeguarding the welfare of all children, young people and adults at risk. All WWT staff will receive safeguarding training and must ensure that they comply with WWT’s safeguarding policy.

**WORKING RELATIONSHIPS**

You will be part of the WWT Conservation and Land Management Team, which consists of the nature reserves, estates and farm staff. You will report to the Swindon Conservation Lead and work closely with other Project and WWT nature reserve staff. You will regularly liaise with officers at Swindon Borough Council and other key stakeholders. You will work closely with key volunteers, voluntary wardens and supervise trainees and work placement students.

**SCOPE FOR IMPACT**

This is a position, as part of Swindon Forest Meadows Project, funded, in part by the Trees for Climate project. aimed at delivering nature’s recovery in the face of a loss of habitat as Swindon has grown. The world is in the midst of an ecological crisis, and climate crisis and highlighted the importance of nature to our health and wellbeing. In the face of the ecological and climate crisis we need to find better ways to engage the Swindon Community, both in the developed areas, and in the surrounding countryside, to ensure nature is valued, plant trees and deliver meaningful action. This role will be at the heart of inspiring and empowering the local community to deliver a legacy for nature in Swindon.

**EXPERIENCE, QUALIFICATIONS AND SKILLS REQUIRED**

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|  | **Essential** | **Desirable** |
| **Qualifications** | * Qualifications and/or demonstrable knowledge and experience in practical land management. * Qualifications relevant to the role, e.g. First aid, chainsaw, brushcutter | * Volunteer management qualification level 3 or above. * Habitat / species survey training * Health and Safety training * Trailer licence |
| **Knowledge and Experience** | * Organising, coordinating and leading volunteers in outdoor activities. * Carrying out practical land and habitat management * Use and maintenance of tools and equipment for land and habitat management * General knowledge of UK wildlife and habitats and the key principles of managing land for wildlife * Knowledge of UK regulations and legislation relevant to the role, including Health and Safety and Environment and Wildlife. * Experience of producing risk assessments for day to day operations * Experience of working as part of a small team and independently * Understanding of the role of volunteers and how to support them | * Wildlife ID and survey skills * Knowledge of key environmental risks of practical works and how to avoid them – protected species disturbance/ fuel spills/ ground damage etc. * Experience and knowledge of working on sites with a high nature conservation value and designated status. * Infrastructure maintenance – e.g. fencing |
| **Professional Skills** | * Excellent people skills enabling strong relationships both internally and externally to be built and maintained * IT skills including MS Office * Excellent customer care |  |
| **Personal attributes** | * Demonstrable passion for nature and the outdoors (you will enjoy working outdoors in all weathers and have an interest in environmental management, protection, and enhancement) * Ability to work under pressure and meet deadlines in a timely manner * Organised with attention to detail * Able to prioritise but be flexible and aware of the need to change priorities. * Ability to work well as part of a team but also have the motivation to work independently. * Excellent people skills enabling strong relationships both internally and externally to be built and maintained * Ability to complete work within deadlines to a high standard |  |
| **Other** | * Full (clean) driving licence |  |

Additional Information

This is a 37.5 hour per week Monday – Sunday contract. The post holder will be required to work evenings or weekends. Total hours worked each week will not exceed 37.5 hours (time off in lieu may be agreed in advance with the line manager).

Special note:

This job description does not form part of the contract of employment but indicates how that contract should be performed. The job description will be subject to periodic review and amendment in consultation with the post holder. The post holder may be required to perform duties other than those given in this job description. The duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of the responsibility entailed. Such variations are a common occurrence and would not in themselves justify the re-evaluation of a post. In cases, however, where a permanent and substantial change in the duties of the post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.

*THE REHABILITATION OF OFFENDERS ACT*

The provisions of the Rehabilitation of Offenders Act relating to the non-disclosure of spent convictions do not apply to this job.

**YOU MUST, THEREFORE, DISCLOSE WHETHER YOU HAVE ANY PREVIOUS CONVICTIONS.**

**This role involves engaging in regulated activity with adults, thus if the applicant is barred from engaging in this activity it is an offence for them to apply.**

If successful, you will be required to apply for a Disclosure and Barring Check from the Disclosure & Barring Service. The level of check required for this job is an Enhanced Disclosure.

A copy of our Policy Statement and Code of Practice is available on request.