

URE CONNECTED

COMMUNITY ENGAGEMENT OFFICER



Job description

Post title:	Community Engagement Officer
Line managed by:	Project Manager
Status:	Part-time (22.5 hours per week) for 28-month fixed-term contract
Salary:	£15,000 pa (£25,000 pa pro-rata)

Background

The Lower Ure Conservation Trust (LUCT) has been successful in securing a grant through the National Lottery Heritage Fund for a two-and-a-half-year project focused around the lower Ure Valley. The project's aim is to increase capacity for nature conservation and restoration on undermanaged Priority Habitats in the area while also increasing engagement with the local community.

At the heart of this is the 100-hectare Nosterfield Nature Reserve; generally regarded as North Yorkshire's premier wet grassland reserve, including one of the County's largest reedbeds. The reserve is home to important breeding populations of birds such as lapwing, curlew, redshank and avocet as well as numerous orchids and rare invertebrates. Our work also takes place across the lower Ure Valley at several satellite sites with high conservation value such as magnesian limestone grassland, species-rich meadow and fen.

The project will also focus on widening the audience of Nosterfield Nature Reserve and embedding the reserve more deeply in the communities that surround it to inspire more people to help care for the reserve and the wildlife it holds. Engagement will include putting on events, task days for the local community and young people and forest school session. We will also be working with local charity, Dementia Forward, to test and trial new ways for nature to improve well-being for those with early onset dementia and their families.

Main purpose of the job

Based at Nosterfield Nature Reserve, the role will be responsible for assisting with the delivery of the Ure Connected project funded by National Lottery Heritage Fund with a specific focus on engagement activities, developing new opportunities and encouraging more people to take action for nature.

As a very small organisation and project team, the Community Engagement Officer will play a vital role in successful completion of the project.

Regular duties

- Raising the profile of LUCT, it's work and promoting what we can offer
- Actively engaging with new audiences with a focus on school children, families, local community, people with mental health issues & other under-represented groups
- Planning, promoting & running a programme of events for both adults and families
- Planning, promoting & running Dementia Forward & young person volunteering days

- Developing & running educational sessions for school children
- Producing new temporary interpretation at Nosterfield Nature Reserve & Quarry
- Assisting with recruiting & training 2x 8-month intern placements
- Developing new opportunities for volunteering
- Recruiting & training new volunteers to assist with community engagement activities
- Developing & overseeing social media output, including creating content
- Assisting with improvement of LUCT website
- Assisting with development of visitor infrastructure plan & transport review
- Assisting with promotion & organisation of volunteer events
- Providing data for project monitoring
- Participating in regular steering group meetings
- Creating and undertaking volunteer or visitor surveys

Person Specification

Essential criteria – vital requirements for the post holder

- Demonstrable passion for UK wildlife, conservation & public engagement
- Good basic knowledge of UK wildlife, habitats & species (sufficient to be able to lead public engagement activities in a credible way)
- Excellent communication skills, able to communicate in a way that is accessible to a range of audiences
- Experience of events and project management
- Experience of running educational sessions for school children
- Understanding of how to use social media to deliver objectives
- Knowledge of health & safety procedures and experience of writing risk assessments
- Prepared to take part in outdoor, practical tasks as part of events or educational sessions
- An ability to work proactively and to show initiative
- A strong work ethic, high levels of motivation & enthusiasm
- Ability to work well within a team
- IT literate – Microsoft Office
- Car driver and access to personal transport

Desirable criteria – additional requirements relevant to the post

- Able to perform administrative tasks and to deliver accurate reporting to given timescales
- Experience of promotion, marketing and production of interpretive material
- Experience carrying out practical conservation tasks
- Experience of volunteer recruitment and line management

Working hours

The working hours of this role will be partly flexible, but some set days and weekend working will be required i.e. for meetings or when hosting events.

Location

This will be a hybrid role. You will be expected to be on-site for the running of events, educational sessions and meetings, but otherwise, (as the LUCT does not have it's own offices), you will be required to work from your own home. IT equipment will be provided.

Standard Accountability Statements:

Health & Safety

You are required to comply with Health and Safety Policy and to take such steps as are reasonably practicable for your own health and safety and that of your colleagues at work and those affected by your work. You must comply with your safety responsibilities and must co-operate with management in all respects for the full implementation of the organisations Health and Safety Policy.

Equality & Diversity

The post holder must adhere to all policies and procedures relating to equality and diversity in the workplace and provision of services.

Learning & Personal Development

The post holder has a personal responsibility for his or her own learning and development and will maintain up to date records of achievement and attendance as required. The post holder must undertake the learning and training that is identified and agreed with their manager.