

## 1. JOB DESCRIPTION

<b>Job Title</b>	:	Wilder Nottinghamshire Officer
<b>Group/ Team</b>	:	People and Nature
<b>Working Base</b>	:	Attenborough Nature Reserve / Idle Valley Nature Reserve (2 posts)
<b>Responsible to</b>	:	Head of People and Nature
<b>Overall Purpose of Job</b>	:	<p>By 2030, we want 1 in 4 people across Nottinghamshire taking action for nature and the climate. This role will inspire and support local people to become activists, through engagement with our flagship nature reserves and inspiring visitors to take positive steps, and through the development of a new network of people taking action at home, in the wider community and across the county.</p> <p>The Wilder Nottinghamshire Officer will enable and empower local champions and volunteers to create links between communities and our flagship nature reserves, increasing connections with nature, raising awareness of the need for action and facilitating change towards a Wilder Nottinghamshire.</p>
<b>Main Responsibilities</b>	:	<p>Develop and deliver support and capacity-building activities for Wilder champions to help mobilise 1 in 4 people to take action for nature by 2030</p> <p>Facilitate increased connections between reserve visitors, nature and the Trust's supporter journey through the development of a 'Wilder Welcome' volunteer team, providing a pathway of opportunities for volunteers to gain skills and experience and enabling visitors to take action to support the work of the Trust</p> <p>Develop and deliver an introductory programme of volunteer-led wild experiences for new audiences, working with champions to provide activities and resources which respond to local need, facilitate action and encourage repeat visits</p> <p>Work with Communications &amp; Marketing and Supporter Journey teams to mobilise people to take action for nature in their communities through creating resources, storytelling and celebrating success</p>

## JOB SPECIFICATION

- Line management and supervision** :
- This post has no direct line management responsibility
  - Responsible for leading, managing, supporting and motivating volunteers
  - Where required, responsible for directing and supervising the work of contractors, sessional staff and work placements
- Responsibility, budgets and resources** :
- Responsible for risk assessing and monitoring activity to be carried out by directly-supervised volunteers
  - Contribute to the management of a delegated project budget
  - Responsible for the purchase and maintenance of resources to support volunteer and community engagement
  - Identifying and securing additional funding to support community initiatives, working in conjunction with the Supporter Journey team
  - Monitoring, reporting and evaluating against project and Trust targets
  - Ensure that all activities are carried out in a safe manner in line with Nottinghamshire Wildlife Trust's health & Safety Policy
  - Maintain records of contacts, champions and volunteers in line with GDPR requirements
- Work complexity**
- Coordination of a team of volunteers to deliver an exceptional visitor experience, encouraging greater engagement with and support for the Trust, signposting visitors to further information and opportunities and encouraging action for nature and the climate
  - Create and support a peer to peer network for champions to share success and provide mutual support
  - Recruit and support volunteers to provide a point of contact for visitors, sharing wildlife highlights
  - Understanding of communities local to the flagship reserve, developing projects and programmes to remove barriers to engagement and recruit local champions to act as ambassadors for a Wilder Nottinghamshire
  - Utilising behaviour change principles to encourage visitors to take positive steps towards pro-environmental behaviour
  - Develop a reporting mechanism for volunteers to receive visitor feedback, sharing this with reserve management and retail staff to inform future plans
- Decision making, creativity and innovation**
- Identify key target communities for engagement, devising new ways to reach underserved audiences and create sustainable links with the flagship reserve
  - Create and deliver training and resources to support champions to lead others in connecting with and taking action for nature and the climate
  - Working with champions, to promote the reserve and associated opportunities within the local community, with a particular focus on individuals, groups and organisations facing barriers to participation



- Develop and pilot messaging, resources and activities to encourage more people to take action for nature
- Devise new ways to collect, analyse and act on feedback from visitors and the wider community, sharing with colleagues across the Trust to inform the continuous improvement of our offer and build support for the Trust
- Encourage creative use of digital communication channels by volunteers and champions to extend our reach into new audiences
- Provide stories and content for use across Trust communication channels, using information gathered through monitoring and evaluation of activity

## **People, contacts and representation**

- Identify, build relationships and consult with existing and potential champions within the local community to develop support and capacity-building activities for local activists
- Respond to interest from individuals to take action, signposting them to opportunities and resources
- Collaborate with other organisations and Wildlife Trusts to source and share training and resources
- Be a key point of contact for existing and potential visitors to the flagship reserve, representing the Trust both on site and within the wider community
- To work with the People and Nature team, demonstrating cooperative and collaborative working
- To work across the Trust, in particular with Nature Recovery and Engagement teams to ensure that programmes and activities are complementary and developed collaboratively
- Build links with the UK-wide Wildlife Trust movement and similar visitor attractions to share best practice, build professional support networks and maximise knowledge
- Assist with promotion of the Trust's work across a variety of media
- Be an ambassador for Nottinghamshire Wildlife Trust, responsible for upholding the Trust's reputation, image and level of service, thanking existing members for their support and inspiring others to consider supporting the Trust

## **Working conditions**

- Full time
- Permanent
- The role will be based at either Idle Valley Learning Centre or Attenborough Nature Centre with a need for travel across the county and occasional travel across the country.
- Evening and weekend working will be required, for which Time Off in Lieu will be granted
- You will be required to undertake relevant training
- Undertake other related work commensurate to this position from time to time as directed



## PERSON SPECIFICATION

**Job Title** : **Wilder Nottinghamshire Officer**

**Team** : **People and Nature**

	Essential	Desirable
<b>Knowledge</b>		
A degree or equivalent in a relevant / related subject (e.g. community engagement, social sciences, volunteer management, countryside management, education, environmental science)	✓	
Excellent understanding of volunteering and volunteer management	✓	
An understanding of the health & safety, safeguarding and welfare requirements of working with communities	✓	
Techniques and methods to mobilise and inspire communities and individuals to take action, ideally relating to the natural world	✓	
An understanding of equality, diversity and inclusion, and the needs of different audiences when engaging with nature, including barriers to participation	✓	
An understanding of wildlife, habitats and environmental issues relevant to Nottinghamshire	✓	
An understanding of behaviour change science and practice, ideally in relation to the natural environment		✓
Knowledge relating to visitor experience and engagement		✓
<b>Experience</b>		
At least 3 years' experience of a range of effective community engagement approaches within the environmental sector including delivering events and activities for a wide range of audiences	✓	
Demonstrable experience of successful volunteer recruitment, training and management	✓	
Demonstrable experience of stakeholder engagement and partnership working	✓	
Working to targets, recording / monitoring activity and reporting against outputs and outcomes	✓	
Using digital communication channels to build audiences and encourage participation	✓	
Training and capacity building, including the creation of resources / toolkits	✓	
Establishing sustainable community / peer to peer networks		✓
Developing visitor information / interpretation		✓
Managing multiple projects simultaneously		✓
Working with underserved communities		✓
Working within a busy visitor attraction		✓



<b>Skills</b>		
Proven people management skills e.g. coaching, mentoring, listening	✓	
Excellent organisational skills	✓	
Confident communicator, able to inspire and enthuse a wide range of audiences	✓	
Self-motivated and able to use initiative to work independently	✓	
Time management skills and the ability to prioritise and work under pressure and to deadlines	✓	
IT literate – MS Office	✓	
First Aid certificate		✓
<b>Personal qualities</b>		
Passionate about connecting people with nature	✓	
Collaborative team player	✓	
Flexible and adaptable, responding to changing priorities	✓	
Supportive of the aims of the Wildlife Trusts	✓	
Able to travel independently to sites across the county	✓	