



Action for Nature Manager

Location:	The Old Ragged School, Nottingham City Centre
Responsible to:	Director of Action for Nature
Responsible for:	Wilder Communities and Volunteering team
Terms & Requirements:	Permanent Full time Evenings and weekend working will be required on occasion Travel to other sites will be required

Key Purpose

Managers work as a key part of the Operational Leadership team. As a group, Managers take joint responsibility for the operational delivery across the organisation. Each Manager leads a team and is responsible for managing, supporting and ensuring their ongoing development and performance.

The Action for Nature Manager will manage the Wilder Communities and Volunteering team taking responsibility for day-to-day delivery of services and/or projects. The Manager is responsible for the work of their team, developing, implementing and monitoring operational plans and budgets, delivering the organisation's strategic goals through effective management of financial resources, people and risks.

Responsibilities

- Act as part of a team of Managers, working closely with peers and the Strategic Leadership Team to contribute to organisational leadership, collaboration and the efficient running of the Group
- Manage staff performance, development, culture and wellbeing.
- Identify risks, opportunities and improvements within their area, overseeing compliance and reporting on progress against agreed outcomes
- Represent the Group in the wider Wildlife Trust Movement and external organisations, seeking opportunities to develop existing and additional collaborative and beneficial strategic relationships.
- Manage Wilder Communities Officers and support them to facilitate action, listening and reaching out to communities to identify ways in which the Trust can assist or support communities to organise themselves to take action for nature
- Manage Volunteer Support and Development Officer to enable development of high quality volunteering opportunities and experiences across NWT Group
- Manage Action for Nature Assistant to support delivery across the team

- Oversee growth, development and operational delivery of community organising and mobilising in nature recovery in priority areas, to help build an extensive Wilder Nottinghamshire Network
- Oversee the increasing reach of NWT work to connect and inspire young people to take action for nature, individually and as part of the communities where they live and work
- Responsible for the development of long-term community related programmes and projects, as part of an overarching Wilder Lives delivery plan, working in partnership with others, to secure funding to underpin core delivery and explore new ways of working
- Embed, implement and manage systems and processes to capture data and stories that can be used to communicate the impact of community action for nature and inspire others to act
- Ensure development and delivery of inspiring volunteer management training for staff, to build confidence and support growth of volunteering being seen as a key part of all NWT roles
- Work in a way that is aligned with the values of NWT – Ambitious, Innovative, Supportive, Together and Inclusive
- Work in accordance with current Health & Safety legislation and best practice
- Assist with other areas of work and undertake other duties appropriate to the post.
- Develop and maintain contacts with colleagues in other Wildlife Trusts and the Royal Society of Wildlife Trusts
- Will be required to lead, supervise and support volunteers, including recruitment of new volunteers and reporting of volunteering activity
- On occasion, you will be required to work outside of standard office hours, making adjustments to your normal working week to accommodate this.
- This role is subject to an Enhanced DBS check

Key competencies

Desirable qualifications:

- Qualification or equivalent experience at a level appropriate to this position
- Full driving licence

Capabilities:

- Excellent management skills with the ability to motivate, inspire and develop a highly effective team
- Proven ability to manage a team to deliver work programmes appropriate to the area of work
- Demonstrable understanding of policy and best practice relating to volunteering, community organising and mobilisation
- Good understanding of behaviour change and community mobilisation methodologies
- Proficient in using workplace technologies including AI tools, collaboration platforms, and data visualisation

Experience

- A minimum of 2 years of relevant management level experience
- Experience of developing and managing multidisciplinary projects, events and partnerships

- Track record of leading operational delivery to achieve positive direct impact for communities and wildlife
- Experience of working within a community mobilisation setting
- Experience of budget management and the ability to understand financial information and data
- Demonstrable experience of working in the voluntary sector, or of volunteering

Alignment to Values – Ambitious, Innovative, Supportive, Together and Inclusive

- A high level of commitment, enthusiasm and self-motivation with a flexible and professional approach to work
- A commitment to working co-operatively as part of a team, sharing accountability for success and offering support and feedback to colleagues where appropriate
- Welcoming constructive and challenging conversations
- Good communicator, able to build trust and credibility with a range of internal and external stakeholders
- Self-aware, adaptable and able to work independently