



Save Our Magnificent Meadows (MM) project

Job Description

Job Title: Community Engagement Officer (Full-time)

Salary: £24,560 pa + pension and insurance

Location: Somerset Wildlife Trust, Callow Rock Offices, Cheddar

Reporting to: Head of Conservation Policy and Strategy

Responsible for: Delivering the MM project alongside other Trust staff and with Plantlife (project lead partner).

Specifically, delivering community engagement activities and events for a range of audiences and ages within the Mendips. Helping to deliver an agreed Community Engagement Activity Plan, identifying new opportunities in line with the project's objectives and ensuring the long-term legacy of the project. Working with project partners to maximise effectiveness and add value to the overall project.

Introduction to organisation

Somerset Wildlife Trust has worked for 50 years to protect and enhance the natural environment of Somerset, with many successes on and off our nature reserves. Our goal is to support a working landscape that has nature at its heart, where both people and wildlife can thrive. We aim to act as catalyst and inspiration for local communities to work together in achieving this vision for Somerset. The Mendip Hills National Character Area is one of the key areas where work has been focussed to date, as it holds many invaluable wildlife habitats including species-rich limestone grasslands and lowland meadows.

Background to post

This post has been created to deliver the Somerset element of the Save Our Magnificent Meadows (MM) project, a high profile UK-wide partnership project – led by Plantlife – that

is taking emergency action to conserve the remaining species-rich meadows and grasslands and is engaging the public about their heritage. The post is supported by the Heritage Lottery Fund and is one of 15 posts established across the UK to deliver the SOMM project. The postholder will work closely with other Trust staff and with Plantlife to ensure the aims of the SOMM project are met.

The Somerset element of this project will take action to conserve the remaining species-rich meadows and grasslands in the Mendip Hills and engage the public in their heritage.

Key responsibilities

- Running a series of events such as meadow open days and guided walks, aiming to attract and engage a range of audiences
- Organising and helping to run interactive stalls at a variety of events, including the Bath and West Show, Glastonbury festival, Frome Agriculture & Cheese Show, and a travelling "Mendip Meadows Market Stall" taken to various farmers markets, to provide opportunities for new audiences to engage with meadows.
- Help to prepare and plan grassland focussed educational geocache trails, guided walks leaflets, family-friendly information boards, wildlife quizzes, education packs for schools, and a "sounds of the meadow" audio track to be played at events
- Undertake meadows and grasslands educational activities with Wildlife Watch groups and school groups on reserves
- Coordinate and help to lead a series of volunteer conservation work parties on local grassland reserves and green spaces in partnership with local communities
- Coordinate a participatory parish mapping project, working with three Mendip parishes to increase understanding of the natural heritage of the area, improve practical conservation skills, and encourage a sense of community ownership of meadows.
- Recruit local volunteers to support the work of the project
- Working with the community to create ongoing community participation beyond the life of the project
- Undertake other duties as reasonably requested from the line manager.
- Observe health and safety procedures in the workplace to ensure personal safety and to safeguard the interests and safety of all staff, trainees, visitors, and others at the Trust.

Travel

The officer will be required to travel to sites across the Mendip Hills National Character Area. While there is shared access to a work vehicle, it is preferable for candidates to also have access to their own transport for work.

Person specification:

Essential

- A relevant qualification in community development, education or conservation management
- At least two years' experience of working with diverse communities (preferably on environmental projects)
- At least three years' experience working with children and young people
- Relevant experience of producing and managing budgets and programmes
- Knowledge and experience of successful strategies for initiating and supporting community-led action projects
- A working knowledge of the National Curriculum
- General knowledge of child welfare and protection, health and safety issues relating in particular to voluntary work, and experience of producing risk assessments
- Working knowledge of current conservation issues and methods
- Excellent Ability to motivate, supervise and train volunteers
- Good administrative, communication (written and verbal), report writing, and IT skills
- Excellent self-motivation, initiative, time management and organisation skills as the role has a fair degree of autonomy
- Good inter-personal skills, with a responsible, team-oriented approach to work
- Current driving licence and able to use own vehicle for work when necessary
- Physically fit
- Able and willing to work weekends and evenings when required for which TOIL is applicable
- Willing to obtain an enhanced Criminal Records Bureau check for working with young people and vulnerable adults

Desirable

- A knowledge of grassland ecosystems
- Experience of organising and supervising consultants
- Awareness of and a commitment to tackling the barriers that may exist to volunteering and their impacts on diversity
- Good knowledge of Somerset's wildlife
- Current First Aid at Work certificate
- Practical conservation skills

Hours and leave

Full-time, 5 days (37.5 hours) a week. In addition to public and bank holidays, the annual holiday entitlement is 25 days.

Overtime

TOIL can be taken when you have worked additional, agreed time beyond your contracted hours.

The Working Time Regulations 1998 state that staff must not work in excess of 13 hours per day (including rest breaks) and that staff should not work in excess of an average of 48 hours per week. Therefore staff should not owe or accrue more than 15 hours Toil in any one-month period, except in exceptional circumstances and with the agreement of the CEO

Pension

The Trust operates a Stakeholder Pension Scheme, to which new employees are entitled to join. Full details will be given to new employees.

Selection process

All recruitment is coordinated by the HR & Facilities Manager. Interview panels for all posts are reviewed and agreed by the Management Team. Candidates will be assessed on how well they match the relevant competency profiles and the person specification as set out in the job description.

Equal opportunities

At all stages of the recruitment process there will be no discouragement and/or discrimination of candidates because of their sex, age, colour, race, nationality, ethnic or national origins, class, political or religious beliefs, HIV antibody status (including AIDS), marital status, sexual orientation, "spent" criminal convictions, disability or any other reasons unrelated to the requirements of the job.