



JOB DESCRIPTION

JOB TITLE	Gillingham Royal Forest Project Officer
TEAM	Nature-based Solutions
GRADE	
RESPONSIBLE TO	Community Engagement Manager
RESPONSIBLE FOR	Volunteers, Contractors

OVERALL ROLE

The aim of the Gillingham Royal Forest (GRF) project is to connect people in North Dorset living in or around Shaftesbury and Gillingham with their archaeological and natural heritage. The post will take a lead role in engaging people from local communities in learning about, enjoying, recording and helping to conserve local heritage across the historic GRF project area. This will involve working with partner organisations, community groups, landowners and individuals towards a shared vision to restore, recreate and reconnect the natural heritage and landscape of the historic former royal hunting forest whilst making an increasing contribution to the sustainable development of Gillingham.

I. Key responsibilities

- Lead the Gillingham Royal Forest project, acting as DWT's main contact and spokesperson in the area. Ensure implementation of the project's plans, monitoring progress against targets and taking action where change is needed.
- Work with GRF partners to promote and work towards the vision for the GRF. Co-ordinate Steering Group meetings and ensure all partners are consulted and involved as appropriate.
- Initiate and develop working partnerships with a diverse range of community groups relevant to the project area including disadvantaged groups and those underrepresented in nature conservation activities. Where needed support these groups to plan their involvement in the project to ensure meaningful engagement.
- With partners, develop, promote and deliver a programme of awareness-raising activities including walks, talks, activities at local events, and outreach to hard-to-reach groups. These may need to involve on-line engagement.
- Develop, promote and deliver a programme of training opportunities including rural skills and natural history and archaeological surveying.
- Working with landowners and partners, develop, promote and deliver a programme of varied volunteering opportunities within the project area. This will include practical habitat restoration tasks, survey and recording, project administration and support with events.
- Work with the Dorset Council Rights of Way Team, landowners, community groups and local councils to facilitate and co-ordinate improvements in access and interpretation in the GRF project area. Where needed advocate the project and gain landowner support. Define and promote key walking routes.
- Work with partner organisations, other team members and the DWT Communications Team to regularly promote opportunities for involvement. Develop and produce resources to support this including web content, leaflets and displays.





- Act as DWT spokesperson for the project and take part in promotional and public relations activities as required.
- Take responsibility for day-to-day project expenditure within defined budget allocations.
- Support the Nature-based Solutions Team in influencing planning decisions to achieve positive outcomes for biodiversity in North Dorset, where necessary liaising with developers, local authorities and community groups regarding particular applications.
- Provide support and advice on nature conservation issues and management of sites for wildlife to other organisations and individuals in the project area as required. In particular work with Gillingham Town Council on areas of joint interest.
- Maintain records of activities, evaluate success and prepare regular reports on progress for presentation to funders and the project partners.
- Support the delivery and development of projects and fundraising opportunities in the area as required.

2. Other Duties

All staff are expected to:

- Undertake any other duties appropriate to the post as delegated by the line manager;
- Contribute to other Dorset Wildlife Trust activities when required, to deliver the aims of the Strategic Plan;
- Engender a culture of membership recruitment within the team;
- Abide by organisational policies and procedures laid down in the Staff Handbook, including promoting equal opportunities particularly with regard to volunteer work.
- Ensure that Health and Safety policies and procedures are met in all aspects of the role.

Some evening and weekend working will be required with time off in lieu. There will be frequent travelling within the county; DWT pool cars are available but own vehicle may be needed. A valid driving licence is a requirement of this position.

PERSON SPECIFICATION

Area A	Experience
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The post holder will be expected to have relevant experience in the following areas:

- Engaging local communities in conserving their natural heritage, including disadvantaged groups and those underrepresented in nature conservation activities. (essential)
- Supervising and training people e.g trainees, work placements or volunteers (essential)
- Leading a range of conservation tasks, including practical habitat restoration work (essential)
- Organising and running awareness-raising activities (essential)
- Project management and leadership (essential)
- Working in partnership with a range of organisations, community groups and individuals (essential)
- Wildlife or historical recording (desirable)
- Landowner liaison (desirable)
- Wildlife conservation within the English planning system (desirable)





Area B Knowledge

The post holder is expected to have knowledge of the following:

- Natural heritage and related issues (essential)
- Wildlife species and habitats relevant to North Dorset (essential)
- Knowledge of conservation principles and habitat restoration practices (essential)
- Interpreting heritage to a variety of audiences (essential)
- The importance of access to greenspace and contact with nature for wellbeing (essential)
- Health and Safety legislation and implementation (essential)
- The legal and policy framework for wildlife conservation within the UK (essential)
- National planning policy as relevant to Dorset (desirable)
- Archaeological or historical heritage (desirable)

Area C Skills/Qualifications

The post holder will require the following skills/qualifications:

- Excellent verbal and written communication skills with a range of audiences (essential)
- Good level of practical skills including use of hand tools for conservation tasks (essential)
- Basic wildlife identification relevant to North Dorset (essential)
- Full driving licence (essential)
- First Aid at Work (essential)
- Ability to work in a team and under own initiative with minimal supervision (essential)
- Ability to efficiently plan and prioritise work, keep to timescales and meet deadlines (essential)
- General IT skills (essential)
- Basic budgeting skills (essential)

Area D PERSONAL QUALITIES

- Dedicated, flexible and adaptable in your approach to work
- Imaginative, inventive and able to turn ideas into action
- Enthusiastic with an ability to convey that enthusiasm to others
- Ability to motivate others and to negotiate positive outcomes with individuals and organisations
- Professional appearance when required
- Tact, diplomacy and integrity
- Sense of humour
- Resilient

Director signature: *Mr. D. W. P. H.*

Date: 11th February 2021

Postholder signature:

Date:

