

JOB DESCRIPTION

JOB TITLE	Assistant Wilder Communities Officer
TEAM	Nature-based Solutions
GRADE	C
RESPONSIBLE TO	Wilder Communities Officer (Gillingham Royal Forest)
RESPONSIBLE FOR	Volunteers, contractors

OVERALL ROLE

To work towards a Wilder Dorset by 2030 through nurturing and empowering communities to take action for nature's recovery. To enable people to help themselves through a series of facilitated and sustainable activities, leading to a ripple effect of people acting for nature and the climate. This will include recruiting, training and supporting a network of volunteer wildlife champions; inspiring connection with, and action for, nature; developing Dorset Wildlife Trust's (DWT's) wildlife gardening programme and working with targeted communities/within key areas.

This is a part time post of 21 hours per week, offered on a 2-year contract.

I. Key responsibilities

- Develop initiatives that inspire people, connect them to their natural environment and encourage action for nature, including a programme of talks/workshops (on-line and face-to face as appropriate), wildlife gardening and citizen science.
- Recruit, train, support and manage a network of DWT volunteer community champions to support engagement activities and community organising work across Dorset, working with other DWT staff. To be targeted at key communities or initiatives alongside other DWT priorities, and to include prioritised outreach to community events in liaison with the DWT Membership Manager.
- Develop DWT's wildlife gardening programme, supporting key volunteers leading DWT initiatives around wildlife gardening, and ensuring DWT's wildlife gardening offer is integrated with relevant online information and resources and digital marketing campaigns.
- Work with the Fundraising and Marketing Team to create resources, and promotion of opportunities and community successes. Take part in promotional and public relations activities as required.

- Act as a key initial contact for communities. Support the Wilder Community Officers to enable targeted communities to develop projects, receive volunteer support and benefit from training opportunities through both local and national resources. Including on the Gillingham Royal Forest and Nextdoor Nature programmes.
- Assist the Wilder Community Officers in building positive relationships between DWT and other organisations to support objectives, reach wider and more diverse audiences, and promote effective partnership working (e.g. environmental NGOs, Local Authority practitioners, voluntary sector infrastructure bodies and community-based organisations).

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.

Frequent evening and weekend working (up to 2 weekends per month) may be required with time off in lieu. There will be periodic travelling within the county with occasional journeys further afield; DWT pool cars are available but own vehicle may be needed. A valid driving licence is a requirement of this position. Overnight stays are only rarely required.

PERSON SPECIFICATION

Area A	Experience
--------	------------

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

- Experience of recruiting, training, managing and supporting volunteers (essential).
- Experience of developing and delivering initiatives and resources that inspire people, connect them to their natural environment and encourage action for nature.
- Experience of working collaboratively, with community members, voluntary and community groups to enable change (desirable).
- Experience of developing and supporting environmental community activities and projects (desirable).
- Experience of partnership working (desirable)

Area B	Knowledge
---------------	------------------

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

- An understanding of the climate and ecological emergency (essential)
- Sufficient ecological and environmental knowledge to facilitate people in taking action towards nature's recovery within their communities (essential).
- Knowledge of habitat management, restoration and enhancement practices, including habitat creation and wildlife gardening (essential).
- An understanding of safeguarding and vulnerable adults, GDPR and Health and Safety issues relating to work with communities and volunteers (essential).
- An understanding of the principles and practices that underpin effective community organising (desirable).
- An understanding of the barriers to community involvement and how they may be overcome (desirable).
- Knowledge of and commitment to equal opportunities, and an understanding of inclusion (desirable).

Area C	Skills/Qualifications
---------------	------------------------------

The post holder will require the following skills/qualifications:

- Excellent communicator (especially verbal and listening skills) (essential).
- An excellent team builder/player, but also able to work on own initiative & with a high degree of autonomy (essential).
- Excellent organisational skills, able to prioritise and manage a varied workload (essential).
- Ability to work with a diverse range of people and groups from different backgrounds (essential).
- Accredited Qualification in Community Organising or Community Development (desirable).
- High level of IT competence & excellent knowledge of Microsoft Office applications General IT skills (essential).
- Full driving licence (essential).
- First Aid at Work (essential).

Area D	PERSONAL QUALITIES
---------------	---------------------------

- Passionate & enthusiastic about work with communities, for inclusion and for wildlife/conservation, with an ability to convey that enthusiasm to others.
- Positive, creative & resilient – open to new ideas/learning and flexible in approach.
- Willingness to work flexible hours when the work requires.
- Warm and approachable with the ability to establish trust and build strong relationships with diverse audiences.
- Diplomacy, empathy and ability to use soft skills to influence others.
- Excellent public speaker.
- Ability to listen, absorb and allow effective conversation.

- Integrity and commitment – honest, with a strong work ethic and a real commitment to the values and aspirations of Dorset Wildlife Trust.

Director signature:Date.....

Postholder signature:..... Date.....