

Recruitment Information Pack

Introduction ...



Dorset
Wildlife Trust



Thank you for the interest you have shown in working for Dorset Wildlife Trust.

This information pack provides details about the job on offer and an insight into the vital work we do for wildlife and people.

Dorset is a county rich in wildlife and nature, with ancient heathlands and downlands, wildlife rich farmland and an outstanding marine environment, few other places can rival its diversity. Our 43 nature reserves represent all of the major habitats found in Dorset, providing important sources of biodiversity and open access green space for our communities.

However, the world is facing two enormous crises. Climate change and environmental degradation are driving an ecological crisis that threatens everyone's quality of life and Dorset is not immune to the impacts of these crises.

Given the chance nature can help to address climate change but we need to reconnect people with nature and make more space for wildlife. Our work is more vital than ever!

Dorset Wildlife Trust is a great place to work, our friendly and welcoming team is passionate and dedicated to building a Dorset richer in wildlife for everyone. As you read the information in this pack, and perhaps visit the Dorset Wildlife Trust website, I hope you will be inspired by the opportunity to show us what you can bring to our team. We look forward to receiving your application and hope to meet you soon.

Brian



Brian Blease: Chief Executive



Recruitment Information Pack

We are hiring ...



Dorset
Wildlife Trust

Job Title	Wilder Communities Officer
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Salary	£23,768
Contract Type	21 hours per week, 2 year contract
Location	Urban Wildlife Centre, Beacon Hill
Team	Nature Based solutions
Responsible to	Wilder Communities Officer (Gillingham Royal Forest)
Closing Date	13/07/22

Dorset Wildlife Trust

is the leading charity dedicated to nature conservation in Dorset.

From small beginnings in 1961 based entirely on voluntary effort, we now have over 27,000 members, 42 nature reserves, 5 visitor centres and a thriving programme of outreach with communities. As a business we have grown, with over 55 employees, but we have never lost our volunteer ethos and rely on the support of thousands of people to help us to look after wildlife and wild places in Dorset.



Recruitment Information Pack

Job Description



Dorset
Wildlife Trust

Assistant Wilder Communities Officer

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.

Main 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. This includes the Gillingham Royal Forest and Nextdoor Nature programmes.
- Assist the Wilder Community Officers in building positive relationships between Dorset Wildlife Trust 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).

Job Description



Assistant Wilder Communities Officer

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 public engagement and 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 Health and Safety policies are met in all aspects of the role.

Some evening and occasional weekend working may be required with time off in lieu. There also may be periodic travelling within the country 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. Over-night stays are only rarely required.



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Personal Specification



Experience

The postholder is expected to have relevant experience in:

- 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)

Knowledge

The postholder is expected to have relevant 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).

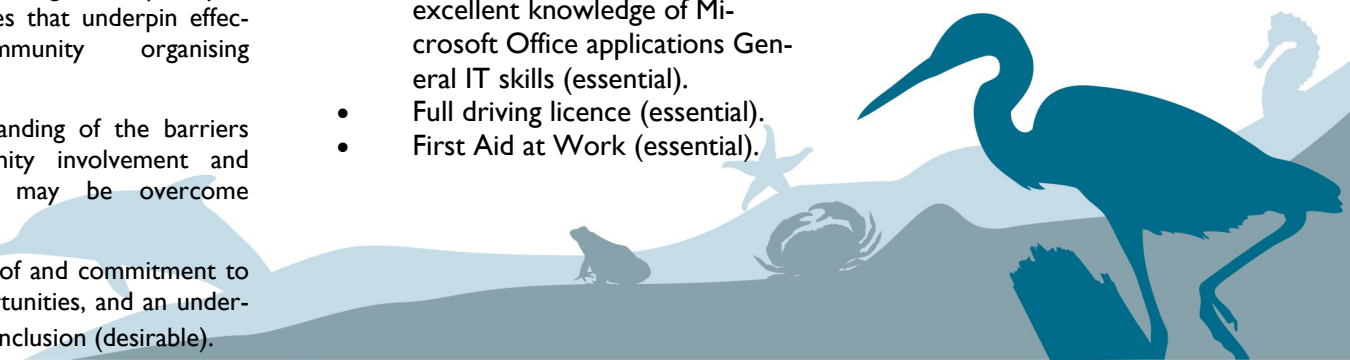
Skills/Qualifications

The postholder 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).

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.



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Working with us



There are a number of benefits to working for Dorset Wildlife Trust

Flexible working

We operate a hybrid working model, offering part home working and part office working, and encourage flexible working arrangements where we are able to do so.

Pay and pension

- Our salaries are single point salaries within each grade, and are regularly benchmarked.
- We have a pension plan of 7%, with 5% employer contribution and 2% employee contribution.

Holidays

Starting holiday entitlement is 24 days per year (pro rata for part-time roles) plus Public Holidays, rising by one day per year to a maximum of 29 days.

Uniform and PPE

Uniform and PPE provided free of charge.

Staff wellbeing

- Employee Assistance Programme
- Social activities
- Team days
- Active Staff Liaison Group, bringing innovative suggestions and ideas to the workplace environment.

Training and development

We offer regular in-house training available to all staff, plus the opportunity for external training and qualifications for role-specific requirements.

Values

We are an inclusive employer, recognising and valuing our staff as individuals and providing all a voice in how we are run.

Recruitment Information Pack

Our Reserves



Dorset
Wildlife Trust



We manage 40 nature reserves for wildlife and people across the whole of Dorset.

We also work with other organisations and landowners to protect and connect wildlife sites across the county and inspire local communities and young people to care for wildlife where they live.

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Our Facilities



Dorset
Wildlife Trust

We have six visitor centres across Dorset

In addition to the beautiful nature reserves we care for, Dorset Wildlife Trust has six centres which provide a base for office working environments, as well as visitor centre facilities.

Brooklands Farm, situated four miles north of Dorchester, is Dorset Wildlife Trust's HQ and provides the office base for many roles. The building is beside the restored hay-meadow, a haven for wildflowers, beetles and butterflies.

The Kingcombe Centre is set within the lovely, newly designated Kingcombe and Powerstock National Nature Reserve.

The Urban Wildlife Centre is situated in East Dorset amongst stunning heathland and as well as hosting a multitude of flora and fauna, it also hosts a number of staff and volunteers.

The Chesil Beach Centre and the Wild Seas Centre at Kimmeridge host numerous activities and events throughout the year, offering snorkel trails, beach cleans and more.

The Villa at Brownsea Island is currently undergoing a huge refit as part of the Wild Brownsea project and is home to some of our Brownsea staff.



Recruitment Information Pack

Our Projects



Dorset
Wildlife Trust

A Wilder Dorset – England's first ever community rewilding project

In a bid to tackle the ecological and climate crises, Dorset Wildlife Trust recently acquired a large area of land near Bere Regis. This site, around 170 hectares in total, will showcase sustainable change in land use.

It will give Dorset wildlife much-needed room to spread and regenerate and give the community new space to reconnect with nature, while reducing net nitrates in Poole Harbour.

There are three key reasons for purchasing this land.

First is tackling the ecological crisis.

The Wildlife Trusts want to see 30% of land being managed in a way which is beneficial to nature in the UK by 2030. This means some currently nature-poor areas need to be restored to allow nature space to rebound and spread.

Second is tackling the climate crisis.

Restoring nature increases the amount of carbon held in healthy soils, new woodlands and wetlands and reduces outputs of harmful greenhouse gases.

Third, we aim to help local communities better connect with nature on their doorstep.

More of us than ever are disconnected from the natural world but connecting to nature has huge benefits for mental and physical wellbeing. This site will provide vital space and new opportunities to engage the public with the natural world. Dorset Wildlife Trust is excited to be involving the local community with planning for the site's future, to ensure their voices are heard and they receive real community benefits.



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Our Projects



Dorset
Wildlife Trust

Beavers in Dorset

In February 2021, Dorset Wildlife Trust released two beavers into an enclosed site in Dorset. This landmark project led by Dorset Wildlife Trust is the first of its kind for the county and welcomes beavers back to Dorset for the first time in over 400 years.

Following several years of preparation, including installing a specialist fence to enclose the site and recording baseline data with experts from University of Exeter and Wessex Water, the pair of Eurasian beavers (*Castor fiber*), an adult male and female, have been settling in for a few months now.

The beavers were relocated from Scotland to Dorset under licence from NatureScot. Their new home, a suitably large site of freshwater habitat, is not accessible to the public.

The beavers have been introduced as part of a scientific study and a key focus of the

project is monitoring and recording the impact the beavers have on water quality, flooding and other wildlife. Beavers are known as 'nature's engineers' and their activities, including wetland creation through the building of dams, have the potential to increase biodiversity, filter and clean water, and even reduce flooding by slowing the rate of water passing through rivers and streams during storm events.

**This landmark
project led by
Dorset Wildlife Trust
is the first of its
kind for the
county**



© Nick Upton/Cornwall Wildlife Trust



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Recruitment Information Pack

How to Apply ...



Dorset
Wildlife Trust

Submit via email

To apply for this post, please download and complete the application form and then submit it to:
recruitment@dorsetwildlifetrust.org.uk

Enquiries

If you require further information regarding this vacancy, please **phone 01305 264620**



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