

JOB DESCRIPTION

JOB TITLE	Assistant Wilder Communities Officer
TEAM	Nature-based Solutions
GRADE	
RESPONSIBLE TO	Wilder Communities Manager
RESPONSIBLE FOR	Volunteers, contractors

OVERALL ROLE

To work towards a Wilder Dorset by 2030 through inspiring, nurturing and enabling people to take action for nature's recovery. The postholder will provide key support for Dorset Wildlife Trust's (DWT) Wildlife-friendly Spaces and Living Churchyards initiatives across the county, support the work of the Wilder Communities Officers in target areas to encourage and support community-led action and play a key role in the team's administration and communications with people.

I. Key responsibilities

- Provide key support for DWT's Wildlife-friendly Spaces initiative, inspiring people to act for nature through undertaking wildlife-friendly practices whether at home, at work or within a community greenspace. Deliver resources and activities to encourage involvement, working with the Wilder Communities Manager and Officers to develop and deliver strategic and targeted approaches. Oversee DWT's Wildlife-friendly Space Award, working closely with the volunteer administrator.
- Manage the DWT's Living Churchyards project, working closely with the volunteer project co-ordinator and advisors and the Wilder Communities Officers. Develop and deliver resources and activities to support involvement.
- Support the Wilder Communities Officers on delivering initiatives that inspire people, connect them to their natural environment and enable action for nature including providing advice (on site and digitally), attending events and delivering talks, workshops and practical sessions.
- With the Wilder Communities Officers, recruit, train and manage a network of DWT volunteers to support engagement activities and community organising work across Dorset.
- Work with team members to create impactful content for a range of media including social channels, e-news, DWT magazine, blogs, podcast and videos, ensuring regular

communications to relevant audiences. Co-ordinate and deliver team news to community contacts that promotes opportunities, celebrates community successes and tells people's stories. Take part in promotional and public relations activities as required.

- Regularly review DWT's Wilder Communities webpages, updating content as necessary and preparing new content as required.
- Monitor and manage the Wilder Communities inbox, bringing enquiries to team meetings for discussions and delegation between team members. Maintain records of contacts and ensure compliance with GDPR.
- Ensure delivery of the DWT's 'Species of the month' citizen science initiative, overseeing volunteers involved in its organisation and running.
- Support the Wilder Communities Team with administrative tasks and the running of the Urban Wildlife Centre.
- Assist the team 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.

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 developing and delivering initiatives and resources that inspire people, connect them to their natural environment and enable action for nature (essential).
- Experience of engaging people with nature through varied face-to-face activities e.g. at events, giving talks, running workshops (essential).
- Experience of gathering information and people's stories to create engaging content for a range of media (essential).
- Experience of providing an administrative function, responding to varied enquiries by phone and email and keeping accurate records (essential).
- Experience of recruiting, training, managing and supporting volunteers (desirable).
- Experience of supporting community activities and projects (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 wildlife gardening and basic habitat management and creation (essential).
- A working knowledge of safeguarding, GDPR and Health and Safety issues relating to work with communities and volunteers (essential).
- Knowledge of and commitment to equal opportunities, and an understanding of inclusion (essential).
- An understanding of a community organising approach to collaboration (desirable).
- An understanding of the barriers to community involvement and how they may be overcome (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).
- High level of IT competence & excellent knowledge of Microsoft Office applications (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.
- Ability to listen, absorb and allow effective conversation.
- 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.
- Tactful and diplomatic.
- Confident and engaging public speaker.
- 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.....