

JOB DESCRIPTION

JOB TITLE	Nature Connection North Dorset Project Development Officer
TEAM	Nature-based Solutions
GRADE	D
RESPONSIBLE TO	Nature Connection North Dorset Project Development Manager
RESPONSIBLE FOR	Volunteers, contractors

OVERALL ROLE

The role of the Project Development Officer is to support the development of the Nature Connection North Dorset project audiences and activities. The postholder will map key stakeholders and take a community organising approach to connect with, listen to and collaborate with a wide range of people to identify and pilot opportunities for engagement and facilitation of meaningful, sustainable change for nature and the climate. The postholder will contribute to the preparation of the project's Delivery Phase Activity Plan, develop volunteer roles, support the development of a traineeship programme and work with the DWT Marketing Team to deliver project communications and web-based resources.

I. Key responsibilities

- Work closely with the Nature Connection North Dorset Project Development Manager to ensure that the development phase of Nature Connection North Dorset is delivered on time and follows National Lottery Heritage Fund good practice guidance.
- Work with the Nature Connection North Dorset Project Development Manager to map stakeholders and plan audience development and consultation with local communities. Lead delivery, using a community organising approach to connect with, listen to, and collaborate with a wide range of people. Support communities to develop their own nature recovery initiatives, identifying future opportunities and needs. Pilot activities and prepare a record of interactions to inform the Delivery Phase Activity Plan.
- Support the involvement of under-represented groups those new to nature within their local communities. Champion inclusion and diversity. Co-create, develop and trial inclusive activities that connect people with nature.
- Build positive relationships between Dorset Wildlife Trust and other organisations who are delivering community engagement activity to support objectives to reach wider and more diverse audiences, and promote effective partnership working, including with environmental NGOs, Local Authority practitioners and voluntary sector infrastructure bodies.

- Support the Nature Connection North Dorset Development Manager with the development of a community grants scheme, consulting communities on the application process and likely awards.
- Contribute to the research and development of a traineeship and volunteer programme to support community work, working with the Nature Connection North Dorset Development Manager, DWT Volunteer and Traineeship Officer, DWT Wilder Communities Team and key volunteers.
- Work with the Nature Connection North Dorset Development Manager to complete the Delivery Phase Activity Plan and other application documents.
- Gather stories and provide impactful content for a range of media including webpages, social channels, e-news, magazines, blogs, podcast and videos to ensure regular communications to relevant audiences and community contacts. Take part in promotional and public relations activities 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 and customer service 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, weekend and bank holiday working will be required with time off in lieu. There will be frequent travelling within the county with occasional journeys further afield; DWT pool cars are available but own vehicle will be needed. A valid driving licence is a requirement of this position.

PERSON SPECIFICATION

Area A Experience

- Experience of working collaboratively with a wide range of stakeholders and partners (essential).
- Experience of working with community members and/or community organisations to enable change (essential).
- Experience of developing and supporting environmental community activities and projects (desirable).
- 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 through varied face-to-face activities e.g. at events, giving talks, running workshops (essential).
- Experience of involving people under-represented in natural heritage activities (essential).
- Experience of recruiting, training, managing and supporting volunteers (desirable).
- Experience of evaluation and report writing (essential).

Area B Knowledge

- An understanding of the principles and practices that underpin effective community organising (essential).
- A working knowledge of safeguarding, GDPR and Health and Safety issues relating to work with communities and volunteers (essential).
- An understanding of the barriers to community involvement and how they may be overcome (essential).
- Knowledge of, and commitment to, equal opportunities and understanding of inclusion (essential).
- 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 including wildlife survey and habitat management techniques (essential)

Area C Skills

- 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 working 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