

JOB DESCRIPTION

JOB TITLE	Nature-Based Solutions Assistant
TEAM	Nature Based Solutions
RESPONSIBLE TO	LNP Manager
RESPONSIBLE FOR	Volunteers

OVERALL ROLE

To provide support to the Nature-Based Solutions Team, particularly focused, but not exclusively, on, Dorset Local Nature Partnership (LNP), Sites of Nature Conservation Interest (SNCI) and Dorset Wildlife Trust's input to planning applications and other local planning responses. The postholder will undertake a range of administrative and communication tasks, including assisting with newsletters and social media, engaging new and existing stakeholders, checking planning applications for impacts on wildlife, strengthening collaborative working, maintaining databases and arranging and minuting meetings.

Dorset LNP works at a strategic level to maximise the benefits of the environment for wildlife, people and the economy working and facilitating engagement between stakeholders, influencing local and national decisions which impact our environment.

The SNCI project works with farmers and landowners to monitor changes to important locally recognised sites and habitats across Dorset; and to advise and support management of these sites to maintain and expand Dorset's Nature Recovery Network. Dorset Wildlife Trust has a unique role in promoting positive outcomes in planning with a focus on those with potentially damaging impacts on these important wildlife sites and protected species.

This is a part time post of 18.5 hours per week.

KEY RESPONSIBILITIES:

1. Provide general administrative assistance to the Nature-Based Solutions team including the LNP and SNCI Panel.
2. Organise meetings and workshops, collating and distributing papers and reports and agendas, producing and circulating minutes.
3. Daily management of the relevant email accounts, signposting and/or responding to enquiry emails as required.
4. Daily review of relevant social media accounts, posting messages and signposting and/or responding to engagements.
5. Updating relevant websites and pages.
6. Maintaining contact databases, including for Health and Nature Dorset (HAND), Natural Choices, LNP members, and SNCIs.
7. Supporting the publication of newsletters and stakeholder engagement.
8. Regular organisation of meetings, coordinating with multiple stakeholders.
9. Organisation and/or attendance at community / stakeholder events
10. To assist in supporting volunteers.
11. Screening planning applications against DWT criteria.
12. Assisting with other relevant team activities as time allows.

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 that Health and Safety policies and procedures are met in all aspects of the role.

There is an opportunity for flexible working, with some home and some office based (including external meetings/events). There may be some travelling within the county, to meetings and events; DWT pool cars are available but own vehicle may be needed. Overnight stays are only rarely required; however some evening and weekend working will be occasionally required.

PERSON SPECIFICATION

Area A Experience

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

- Administration skills. Essential
- Minute taking. Desirable
- Working with a wide range of partners and stakeholders (public, private, voluntary and community). Desirable
- Experience of working with volunteers. Desirable
- Charity experience. Desirable

Area B Knowledge

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

- IT – Experience with Office 365 suite. Essential
- Familiar with working on databases and spreadsheets. Desirable
- An understanding of nature-based wellbeing benefits. Desirable
- Use of social media. Desirable

Area C Skills/Qualifications

The post holder will require the following skills/qualifications:

- Able to work under one's own initiative.
- Skill to prioritise work.
- Good oral and written communication.
- Accurate data input.
- Ability to absorb the wealth of information needed to satisfy daily enquiries.
- Strong organisational skills.

Area D PERSONAL QUALITIES

- Enthusiasm and self motivation.
- Confident and effective phone manner.
- Tact and diplomacy.
- Calmness under pressure.
- Methodical approach to work.
- Ability to work quickly and accurately.
- Smart, professional appearance.
- Flexible with working hours, to meet organisational need.
- An interest in the natural environment.

Director signature: Date.....

Postholder signature: Date.....

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