



LOTTERY FUNDED

JOB DESCRIPTION

JOB TITLE: Natural Neighbours Community Wildlife Assistant

JOB NUMBER: CELNN05-2018

RESPONSIBLE TO: Natural Neighbours Engagement Officer

RESPONSIBLE FOR: Volunteers

1. PURPOSE OF JOB

Natural Neighbours is an exciting new project funded by National Lottery through the Big Lottery Fund to deliver activities which enable communities in Rotherham to use, enjoy, improve and reclaim green spaces. The project will focus on four sites in Rotherham: Eldon Road, Eastwood; Boston Park, Canklow; Sandhill Park, Rawmarsh, Winterhills, Kimberworth Park.

The job involves supporting the Natural Neighbours engagement officer to plan and deliver the project in line with the project plan, which at times this will also include leading on delivery independently. The job will also involve working closely with SRWT Outdoor learning team.

The role will help to develop and maintain strong relationships with community groups, local people, Rotherham Borough Council and other community partners to encourage them to get involved with the project.

2. MAIN RESPONSIBILITIES

- To work with the Natural Neighbours project officer to plan and deliver a programme of activities identified through the Natural Neighbours project plan.
- To work with community partners to ensure the diverse needs of local people are met.
- To deliver small scale capital improvements on the sites to make them more welcoming. For example; art features, clearing vegetation, improving footpaths or creating new waymarked trails.
- To work with the Natural Neighbours project officer to lead on delivery of a short programme of workshops around being safe outside
- To work alongside the outdoor learning team to deliver Natural play and family events and to support sessions with schools, groups and young people.
- To help plan and deliver walks, talks and workshops to inform local people about local wildlife and their natural neighbours, tailoring to the needs of the community.

- To work with the Natural Neighbours engagement officer to ensure the project is evaluated on a regular basis.
- To help recruit volunteers to support the project and provide ongoing support and guidance to volunteers throughout the project.
- To complete monitoring for the project as directed by the Natural Neighbours Project officer.
- To support the Natural Neighbours engagement officer to deliver training/workshops to volunteers to enable them to take some ownership of the greenspaces and continue with their upkeep.
- To support local advisory group meetings as required
- To raise purchase orders and work with Natural Neighbours project officer to ensure financial monitoring for the project is maintained.
- To work with the Natural Neighbours engagement officer to celebrate the achievements on each site and being proud of the place where they live ie. exhibitions
- To undertake any other duties, as requested by your line manager, commensurate with the aims of Sheffield and Rotherham Wildlife Trust.
- Work to and promote the Trust's charitable objectives, strategy, policies and procedures, including the Trust's culture statement at all times.
- Present a professional image of the Trust at all times.
- Undertake any other duties as required by the CEO that are commensurate with the skills and responsibilities of this post.

JOB SPECIFICATION

ABOUT SHEFFIELD AND ROTHERHAM WILDLIFE TRUST

Sheffield and Rotherham Wildlife Trust is one of 47 Wildlife Trusts working to make the United Kingdom a better place for people and wildlife. We are the biggest voluntary sector nature conservation and environmental regeneration organisation in South Yorkshire, supported by nearly 6,000 members and many volunteers.

We are part of the local community, working to protect and enhance the environment of Sheffield and Rotherham for the benefit of people and wildlife. The Trust manages 12 nature reserves including Greno Woods, Wyming Brook, Blacka Moor, Sunnybank and Centenary Riverside and recent projects include the delivery of natural flood risk management schemes on the Rother and recording the return of the otter along the River Don. The Trust delivers a great programme of activities throughout the year to inspire people of all ages to learn about nature and enjoy being outdoors. We also take action for wildlife and green spaces under threat, including campaigning to save an ancient woodland and local wildlife site, Smithy Wood, from being turned into a motorway service station. For more information about our work please visit www.wildsheffield.com or phone 0114 263 4335 or email mail@wildsheffield.com

With more than 800,000 members, the Wildlife Trusts are the largest UK voluntary organisation dedicated to conserving the full range of the UK's habitats and species. Collectively we manage over 2,300 nature reserves covering more than 90,000 hectares.

ABOUT NATURAL NEIGHBOURS

The Natural Neighbours project is funded by the National Lottery Fund. The project will deliver activities which will enable communities in Rotherham to use, enjoy, improve and reclaim local green spaces. Funding has been secured for five years.

Focusing on four parks and their neighbouring communities, which were identified in response to local consultation/priorities highlighted by the local authority. The project will provide opportunities to connect with nature in a way that celebrates community, improves wellbeing, brings neighbours together, develops skills, promotes physical activity and most importantly builds community ownership and trust.

The four sites the project is focusing on are Rotherham: Eldon Road, Eastwood; Boston Park, Canklow; Sandhill Park, Rawmarsh; Winterhills, Kimberworth.

The work will focus on six activity themes.

SAFE OUTSIDE -developing and delivering a short programme of workshops for young people and community groups focusing on how to keep safe in open spaces (i.e fire safety, 'stranger danger', safety around water, substance use, road safety, appropriate behaviour.

WILD PLAY- supported by the Outdoor learning team to provide play activities for schools, community groups and families which support child development, enable parents and children to play positively, raise awareness of the outdoors and reconnect families with nature.

PROUD OF OUR COMMUNITY- The project will work with communities to celebrate and be proud of the place where they live. This will include celebratory events, art installations and positive local media stories.

CLOSER TO NATURE- regular walks, talks and courses which enable local people to find out more about local wildlife and their natural neighbours. We will also work with local community partners to develop 'walk and talk' programmes which will give residents for whom English is a second language the opportunity to meet each other and develop conversational skills in an informal and supportive setting.

VOLUNTEERING-local volunteer teams will be established to enable local people to take ownership of the parks and contribute to their upkeep through tasks including litter picking, tree/wildflower planting, vegetation management, installing bird feeders/nest boxes, creating seating areas and hay meadow creation/management. Activities will provide opportunities for local people to not only help improve their local environment, but also develop skills, meet new people, take part in physical activity, improve confidence and feel good about themselves and their neighbourhood.

ACCESS AND INTERPRETATION- small scale capital improvements which will make sites more welcoming, make access routes more obvious and safer and celebrate these open spaces as part of the community. This could include installing a new art feature at an entrance, clearing vegetation from an overgrown entrance route, improving footpath networks or creating new waymarked trails.

ABOUT THE ROLE

This role is an exciting addition to the Natural Neighbours project. It sits within the Community Engagement and Learning Team at Sheffield and Rotherham Wildlife Trust. Improving the health and wellbeing of local people is embedded in much of our work-from the provision of easily accessible green spaces to organising fun outdoor activities for people of all ages.

The post holder will be directly line managed by the Natural Neighbours engagement officer and will provide that additional support to ensure the project outcomes are achieved.

For most of the time you will be required to lead on delivering a range of activities identified throughout the six activity themes, as directed by the Natural Neighbours engagement officer, being supported by volunteers or staff from partner organisations. This will also involve planning and promoting of the activities. At other times sessions will be delivered working with other members of the Natural Neighbours delivery team.

The ideal person will be outgoing and personable and have experience of delivering projects mainly in an outdoor setting to mainly adults but also children and young people of all ages.

Rotherham has a wealth of diverse communities and the successful candidate will have an understanding of these communities and how they can be supported. They will need excellent community engagement experience.

The successful person will need to demonstrate appropriate and effective communication skills and be flexible to meet the needs of the community.

A knowledge of Rotherham communities and local parks and green spaces is desirable. Experience of working and leading groups outdoors in a variety of settings is also important.

The role will be based between our office, Stafford Road, Sheffield and Clifton Park, Rotherham, but will spend a lot of time working in and around the communities across Rotherham.

There is no budget responsibility or line management but work will involve supporting and engaging volunteers.

Essential requirements aren't the only measure for recruiting a suitable candidate in this role as there will be opportunity to learn new skills on the job through training, whilst also learning about the Trusts numerous areas of expertise such as conservation and habitat management, supporting volunteers and outdoor learning.

DETAILS OF EMPLOYMENT

Salary: APO 2 £19086.31 FTE Pro Rata 0.5 £9543.15 Actual

Pension: All staff who earn over £192 per week (£833 per month) are over 22 and under pensionable age, are automatically enrolled on the SRWT pension scheme. Following a 3 month postponement, SRWT will contribute 2% and the employee 3%. After 6 month's service, the employee will be entitled to a 9% contribution which need not be matched. Anyone who does not meet eligibility criteria will have the opportunity to join the scheme should they wish, although they will not qualify for SRWT contributions.

Working Hours: The working week for this post is 18.75 hours 9:00am – 5:30pm, exclusive of lunch breaks. The post will involve some evening and weekend work for which time off in lieu can be taken. Flexi-time does not apply although informal arrangements can be made at the CEO's discretion.

Location: The post will be based between our office, Stafford Road, Sheffield and Clifton Park, Rotherham, but will spend a lot of time working in and around the communities across Rotherham.

Probationary Period: 6 month probation period

Annual Leave: 20 days holiday, plus three days to be taken between Christmas and New Year, plus bank holidays pro rata. Staff will also receive a holiday bonus of one day per year for the first five years of full time service up to a maximum of 25 days per year.

Length of Contract: permanent (subject to funding)

Transport provision: Trust staff are required to use public transport wherever practical (please read SRWT environmental policy for further guidance). However the post holder will have use of a pool of Trust vehicles when needed.

Equal Opportunities: Sheffield and Rotherham Wildlife Trust is striving to be an equal opportunities employer and selection of applicants is based on merit. Please refer to the enclosed policy document for further details.

DBS Assessment: This post will require a DBS check at an enhanced level (exempt from Rehabilitation of Offenders Act, 1974)

PERSON SPECIFICATION

EXPERIENCE

Essential

- At least 2 years' experience of working with community groups and volunteers, in particular those with complex and sensitive issues often in multi-cultural and/or disadvantaged neighbourhoods.
- Experience of engaging with the general public, in a wide range of outdoor settings, including leading walks, activities as well as organising events.
- Experience of practical conservation activities, including habitat management.

Desirable

- Experience of supporting volunteers.

KNOWLEDGE/QUALIFICATIONS

Essential

- Relevant qualification to a level 4 or above
- Good understanding of cultural issues and barriers to using greenspaces.
- A good understanding of how to support and motivate volunteers.
- Hold a full driving licence.

Desirable

- Excellent understanding of natural conservation and ecology.
- A good understanding of safeguarding procedures especially in relation to vulnerable adults, children and young people.
- First Aid certificate (for leading groups outdoors in public spaces.)

SKILLS

Essential

- Excellent communication, both verbal and written.
- Be numerate, accurate and consistent, good at record keeping.
- Excellent personal organisation and time management skills, able to work to targets and deadlines.

Desirable

- Ability to undertake a variety of practical habitat management tasks.
- Ability to produce resources such as posters, teachers' resources, leaflets etc.
- Ability to speak an additional language other than English, such as ROMA, Czech or Slovak

PERSONAL QUALITIES

- Highly self-motivated, enthusiastic and resilient.
- A good team player.
- Flexible to work evenings and weekends as required particularly during the summer months.
- Be empathetic and mindful of the needs of others.
- Have a non-judgemental approach and commitment to supporting people in difficult circumstances.
- Innovative and creative, responding to different situations and using own initiative
- Working to high standards paying attention to detail.
- An enthusiasm and personal commitment to the work of the Sheffield and Rotherham Wildlife Trust.