

**JOB DESCRIPTION**

**JOB TITLE: Casual Community Wildlife Assistant (to support Natural Neighbours project)**

**JOB NUMBER:** CELNN1920

**RESPONSIBLE TO:** Natural Neighbours Engagement Officer

**RESPONSIBLE FOR:** N/A

1. **PURPOSE OF JOB**

To provide support to the Natural Neighbours project team at busy periods throughout the year. The job will involve leading or supporting environmental play sessions, family events, and small scale projects engaging young people in Youth work with a focus on the environment.

1. **MAIN RESPONSIBILITIES:**
* To help plan and prepare resources for sessions as required
* To help plan and deliver on small scale projects to engage young people in the natural environment, some of which may express challenging behaviour.
* To help deliver environmental play sessions with support from volunteers, trainees or other staff, or partner organisations at key locations.
* To provide additional support at larger events to promote the work of the Natural Neighbours project or the wider work of the wildlife trust.
* To assist on planning and delivery of walks, talks and workshops to inform local people about local wildlife and their natural neighbours.
* To support wider engagement work to encourage local people to get involved in practical workdays ie litter picking, path creation, clearing vegetation, interpretation
* Tosupport the delivery of project work in partnership with RMBC and local community organisations.
* To collate any monitoring required by your line manager to feed into reports for the Lottery fund.
* To record attendances at sessions as required by your line manager.
* To undertake any other duties, as requested by your line manager, commensurate with the aims of Sheffield and Rotherham Wildlife Trust
* To 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.

|  |
| --- |
| OVERVIEW |

**About Sheffield and Rotherham Wildlife Trust:**

Sheffield and Rotherham Wildlife Trust is one of 46 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](http://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 will support the core Natural Neighbours project staff during busy periods. This role will be directly line managed by the Natural Neighbours engagement officer but work closely with other members of the team. This role will not have any line management responsibilities.

Some of the activity the successful person could be involved in includes:

Ensuring resources and equipment are prepared ready for the sessions.

Working with the wider team on small scale projects to encourage young people to gain more of an interest in the natural environment and learn some key skills. Some of the young people we work with can express challenging behaviour.

Leading on the delivery of environmental play sessions either independently or with support from volunteers, other staff or partner organisations. These are fun, family activities using very little resources or equipment. The main focus will be utilising natural materials found locally.

Providing staff support at larger events such as Rotherham Show, Eastwood Fun fest and Canklow fun day, which are key events to showcase some of the good work happening across the area. At these events you would be expected to support activities at the event as well as talking to members of the public about the Natural Neighbours project or wider work of the wildlife trust.

Assisting on planning and delivery of walks, talks and workshops to inform local people about local wildlife and their natural neighbours.

Support wider engagement work to encourage local people to get involved in practical workdays ie litter picking, path creation, clearing vegetation, interpretation.

There will not be any direct budget responsibility but must ensure receipts are kept for petty cash expenditure.

The Natural Neighbours project is based from our head office on 37 Stafford Road, Sheffield, but delivers outreach work at predominantly 4 locations across Rotherham.

A knowledge of Rotherham communities and local parks and green spaces is desirable and due to the amount of work engaging young people and understanding of the principles of youth work is essential

We are looking for someone who is not fazed by difficult situations and is used to working in a fast paced environment.

The ideal person would be comfortable leading a group and working alongside staff from partner organisations.

Overall it is expected that the post holder will have experience in a community engagement role and ideally with experience in engaging and supporting young people with challenging behaviour. The successful person must have a good knowledge and an interest in the natural environment.

Encouraging local people to volunteer their time will be key to help sustain the work long term and although the suitable person will not directly line manage volunteers they will supervise and provide advice/support during sessions.

Due to the nature of the job occasional evening and weekend work will be required and a driving licence would be essential, although public transport should always be used when practical. A project funded vehicle is available to use.

**PERSONSPECIFICATION**

**EXPERIENCE**

Essential

* At least 2 years’ experience of working with community groups and volunteers, in particular young people with challenging behaviour or 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 and organising events.

Desirable

* Experience of carrying out practical conservation activities
* 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.
* A good understanding of safeguarding procedures especially in relation to vulnerable adults, children and young people
* Understanding the principles of youth work

Desirable

* Excellent understanding of natural conservation and ecology.
* First Aid certificate (for leading groups outdoors in public spaces.)
* Forest school qualification or similar

**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.

**DETAILS OF EMPLOYMENT**

**Salary: £8.51 per hour plus £1.03 holiday pay APO Grade**

**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 3% and the employee 5%. 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 position is a casual contract of employment which means that whilst the Trust will try to provide as much notice as possible when offering work, there is no obligation to offer a minimum amount of hours or for the post holder to accept any work so offered. The amount of hours offered will vary depending on business needs**.** Hours required will be mainly weekday but could also be at weekends and occasionally evenings.

**Location:** The post will be based at the Sheffield & Rotherham Wildlife Trust, 37 Stafford Road, Sheffield, but activities and sessions will be delivered at locations across Rotherham

**Probationary Period:** All new employees are required to undertake a period of probation for 6 months, in which they will be expected to establish their suitability for the post**.**

**Annual Leave:** You will accrue annual leave for any hours you work at the standard rate for Sheffield and Rotherham Wildlife Trust/ Wildscapes staff (20 days per year for a full-time post) and it will be calculated retrospectively by HR and on a pro rata basis to the amount of hours you actually work.

This will be paid as holiday pay, providing EU Working Time Regulations on annual leave are adhered to.

**Length of Contract:** Open

**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 & 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)

|  |
| --- |
| **We are fortunate to receive many applications for vacant posts and we strongly advise all applicants to read these guidance notes before completing the application form.** |

###### GUIDANCE NOTES FOR COMPLETING YOUR

##### APPLICATION FORM

i) It is our intention to appoint the best candidate for every vacancy and to do this fairly we need all applicants to provide relevant information about themselves. This information should relate directly to the requirements of the job, which are listed in the enclosed Person Specification and which are regarded as essential in order to work effectively in post.

ii) Your application form should provide us with as much relevant information as possible. You should not assume that the interview panel will be familiar with the type of work / activities you have experienced in the past and therefore, you should provide detailed information.

iii) Please complete all sections of the form. It may be helpful to do a rough draft first. Please write as clearly as possible.

iv) Section 4 of the form asks for relevant training and qualifications. We do not need a full account of your education here but please mention qualifications and / or training which are necessary or relevant (if any) to the job.

1. Section 7, Additional Information is the most important part of the form. You should refer to the Person Specification and provide detailed information under appropriate headings so we can make an assessment of your suitability.

This information is used to score applications for interview selection. The trick is to demonstrate how you fulfil the person specification - you need to prove your suitability not just state it.

 If you do not use headings the interview panel may have difficulty in determining your suitability for the post and, therefore, it is unlikely that you will be selected for interview.

1. Curriculum Vitae (CV’s) can be sent although **they cannot replace the application form.** However, if you feel that there is additional relevant information on your CV which is not covered on the application then you may wish to send your CV highlighting that information
2. If there are any aspects of the job where you would like further information, please contact Owen Hodgkinson, Natural Neighbours Engagement Officer or Linda Baldwin – Community Engagement and Learning Manager on 0114 263 4335.

**THE SELECTION PROCESS**

i) The interview panel is responsible for the selection process

ii) A selection schedule is determined in advance so that recruitment may proceed in a timely manner. Key dates are identified for the receipt of application forms (the closing date), the selection of applicants for interview (short listing) and interviews.

.

iii) The interview panel meet shortly after the closing date to study the returned application forms and compile a shortlist of applicants.

 We cannot consider late applications.

iv) The interview panel compare the information provided on the application form to the requirements of the job, as listed in the person specification. The most suitable applicants (those who meet all or most of the requirements) are invited to attend an interview.

 Unfortunately, we do not have the resources to respond to those candidates who have not been short listed and if you have not heard from us within three weeks of the closing date you should assume that your application has not been successful on this occasion.

**THANK YOU FOR YOUR INTEREST IN WORKING FOR THE SHEFFIELD & ROTHERHAM WILDLIFE TRUST**

**WE LOOK FORWARD TO RECEIVING YOUR APPLICATION FORM**

**EQUALITY AND DIVERSITY POLICY**

Sheffield & Rotherham Wildlife Trust is committed to achieving equality of opportunity for all and managing the diversity of its workforce. The Trust’s policies and procedures will be governed by this commitment to our work force (paid members of staff, trainees and volunteers), to our clients and to all with whom we have contacts and dealings.

The above is taken from the Trusts Equality and Diversity Policy. If you would like a copy of our full Equality and Diversity Policy please contact the HR Officer on 0114 263 4335 or email recruitment@wildsheffield.com.