

**JOB DESCRIPTION**

**JOB TITLE:** Sheffield Lakeland Landscape Partnership –

 Communications and Engagement Officer (0.6 FTE)

**RESPONSIBLE TO:** Sheffield Lakeland Landscape Partnership Manager

**RESPONSIBLE FOR:** Volunteers (jointly)

**PURPOSE OF JOB**

To lead on a range of ‘community engagement’ projects and to work with partners to coordinate the landscape message of the partnership through delivery of these projects and the SLLP Access (knowledge) and Communications programme

To support the Sheffield Lakeland Landscape Partnership (SLLP) Manager in the overall communications and engagement of the Sheffield Lakeland Landscape Partnership.

**MAIN RESPONSIBILITIES**

* Lead on the delivery of the engagement and communications programme as outlined in the Landscape Conservation Action Plan (LCAP) and Stage 2 submission to the Heritage Lottery Fund (HLF).
* Work with the Partnership Manager to support the Landscape Partnership Steering Group, key delivery partners and the wider partnership, ensuring excellent communication and engagement for all involved.
* Work with the Wildlife Trust’s Marketing Manager, develop and deliver a range of briefing notes, press releases, web pages and social media activity to raise awareness and secure feedback on the project proposals as they develop.
* Work with partners to coordinate the ‘Landscape’ message with core outputs of “Ecosystem Services’ through various media including a dedicated website.
* Liaise with the partners delivering the Community Grant Scheme to link between partners, HLF and the Finance Officer.
* Work with the SLLP Trainees to deliver ‘trainee specific’ communication projects which can be recorded on trainee competencies.
* Assist the SLLP Manager and Finance Officer in the preparation of financial and project progress reports to meet requirements of the Heritage Lottery Fund, the Trust and partners.
* Promote membership of the Trust and where appropriate recruit new members.
* Ensure all work is undertaken in accordance with SRWT's charitable objectives, strategy, culture statement and policies (e.g. child welfare, environmental, equal opportunities, corporate style and health and safety policies).
* Undertake any other duties, as requested, in line with the level and nature of the post and the aims of the Sheffield and Rotherham Wildlife Trust.

##### Other Duties

* Ensure all work is undertaken to SRWT’s policies and procedures (e.g. safeguarding children, environmental and health and safety policies)
* Undertake any other duties, as requested by your line manager, commensurate with the aims of Sheffield & Rotherham Wildlife Trust
* Promote SRWT and membership of the Trust and at all times act as a champion and ambassador for the charity, exemplifying our organisation’s culture statement.
* To promote membership of SRWT and where appropriate recruit new members.
* To undertake any other duties, as requested by the Chief Executive, or the CEL Manager in line with the level of the post and the aims of the project

**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 supported by nearly 6,000 members and hundreds of local 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 15 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

**ABOUT SHEFFIELD LAKELAND LANDSCAPE PARTNERSHIP**

Sheffield and Rotherham Wildlife Trust has been granted initial approval¹ for a £2.8m Heritage Lottery Fund (HLF) grant to set up a special ‘Landscape Partnership’ aimed at protecting and improving the city’s unique ‘Sheffield Lakeland’ area.

The project, part of HLF’s Landscape Partnership (LP) programme, will deliver an exciting programme of activities across an area that stretches from Langsett to Redmires and from the edge of Sheffield city to the moorland slopes of the Peak District National Park – an area referred to as Sheffield Lakeland in the 1950s.

Organisations such as Yorkshire Water, Sheffield City Council and Bradfield Parish Council, as well as community groups, residents, farmers and land owners, have already expressed their support for the project and will form part of the steering group.

Activities planned include: managing woodlands, heaths and grasslands to benefit people and wildlife; improving footpaths and access for all across the area; finding ways to naturally improve drinking water and reduce flood risk in the city; repairing drystone walls; celebrating local heritage, music and history; offering farm visits, school and family activities, strolls for older people; as well providing volunteering and training opportunities in heritage conservation. There are also plans for a community grant scheme to fund small projects that help to look after and share local heritage with others.

**ABOUT THE ROLE**

This section deals with the scope, nature and type of work associated with this post, including the level of decision-making required, the scale of budgets and number of staff managed, and the level of knowledge and experience expected.

The Communications and EngagementOfficer works to deliver a programme of Communication and interpretation activities and deliver a range of community engagement and arts projects. In addition the post holder is required to act as a communication conduit across a broad partnership of partner organisations and contractors to ensure a cohesive outward message.

Working within the team and across the partnership the Officer will support training and capacity building opportunities for SLLP trainees and volunteers. While not directly Line Managing staff the role will include day-to-day supervision of trainees undertaking communications projects.

The post holder has both the day to day responsibility for incurring expenditure (up to £500) against budgets held by a number of other SLLP projects, and for ensuring that appropriate financial policies and procedures are followed and have direct delegated responsibility for management of their own expenditure budget lines up to £40,000 per annum. While project proposals and budgets have been allocated there will be an expectation to seek additional resources and to actively manage their budgets and contribute to the overall resource package of the Sheffield Lakeland Common Fund.

The post holder will be expected to work across the Sheffield Lakeland area, throughout the wider city region and, on occasion across the UK. The substantive office base with be SRWT HQ but there will be a requirement to be able to locate areas of work with other partners

During the course of their work, the Communications and Engagement Officer is expected to deal with a wide range of complex, technical or professional work activities in differing situations and with a substantial degree of personal responsibility and autonomy – particularly in relation to ensuring the quality of work delivered and training given, across a wide range of tasks and skills, including ensuring compliance with health & safety, equal opportunities, environmental and other policies and procedures.

Much of the work of the Communications and Engagement Officer is expected to be carried out with little supervision from their line manager – particularly the day-to-day management of projects.

They are expected to deal with a range of external contacts, including suppliers, contractors, clients and the general public, to take part in a range of collective team activities, and occasionally to communicate with other outside audiences (such as members, funders, etc).

Overall, it is expected that the post holder will be able to demonstrate substantial experience, knowledge and skills required. Likely demonstrated by 3+ years’ experience in a parallel role and appropriate vocational qualification to degree level.

**PERSON SPECIFICATION**

**EXPERIENCE**

Essential:

* Autonomous project management including budget control and reporting to grant funders
* A minimum of four years’ experience in developing and delivering a range of communication, consultation and engagement projects to a wide range of audiences about the natural and historic environment
* Experience of co-ordinating, managing and supporting volunteers and paid staff or trainees
* Experience of engaging and managing contractors and consultants
* Experience of developing delivering audience and access plans
* Using social media and digital technology to engage people

Desirable:

* Experience of Landscape Partnerships

**KNOWLEDGE/QUALIFICATIONS**

Essential:

* Relevant degree in an appropriate discipline
* Understanding/Knowledge of at least two of the following: landscape character, wildlife, nature conservation, ecology, archaeology, local history with the ability to communicate technical matters in an accessible way.
* Knowledge of a range of community involvement techniques, consultation and environmental education activities and techniques - to engage and inspire the general public in history and nature
* Good understanding of health and safety and child welfare principles and procedures
* A full driving license or means to travel as required for this post

**SKILLS**

Essential:

* Excellent communicate skills – written, verbal
* Budget management skills
* Ability to enthuse and motivate others – whether the general public, strategic partners or specialists
* Ability to understand and interpret technical data to communicate key messages to a wide range of audiences through a variety of media.
* Practical IT skills e.g. Microsoft Word, Excel & PowerPoint and relevant data software
* Ability to work constructively with people from a wide range of backgrounds

Desirable:

* First Aid qualification - preferably First Aid at Work.

**PERSONAL QUALITIES**

Essential:

* Ability to organise and prioritise your own workload effectively
* Ability to acquire new knowledge and develop new skills
* Professional and flexible

**DETAILS OF EMPLOYMENT**

**Salary:** Project Officer 2 £25,797 pa pro rata (actual salary £15,478)

**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 period. SRWT will contribute 3% and the employee 5%.

* After 6 month’s service the employee will be entitled to a 9% employer 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.

**Hours:** The working week for this post is 22.5 hrs, exclusive of lunch breaks. The post will involve some evening work for which time off in lieu can be taken.

**Location:** Sheffield & Rotherham Wildlife Trust, Victoria Hall, 37 Stafford Road, Sheffield, S2 2SF but remote working at locations within the Sheffield Lakeland area will be required.

**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:** A pro rata amount based on a full time annual entitlement of20 days holiday, plus 3 days to be taken between Christmas and New Year, plus bank holidays. Staff also receive a holiday bonus of 1 day per year for the first five years of full time service up to a maximum of 25 days per year.

**Length of Contract:** Until 31st March 2023

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

**Equal Opportunities:** Sheffield Wildlife Trust is striving to be an equal opportunities employer and selection of applicants is based on merit.