



**Sheffield &  
Rotherham**  
Wildlife Trust

# APPLICANT PACK: WILD AT HEART ASSISTANT PROJECT OFFICER

MAY 2022



# ABOUT SHEFFIELD & ROTHERHAM WILDLIFE TRUST

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Sheffield & Rotherham Wildlife Trust is one of 46 Wildlife Trust working for wildlife across the UK. We are a registered charity and company, with a Board of 13 Trustees drawn from our membership. We are part of the local community, working to protect and enhance the natural environment of Sheffield and Rotherham for the benefit of people and wildlife. For over 30 years we have protected important wildlife, habitats and green spaces that matter to local people. We directly manage 16 Nature Reserves, thanks to our many volunteers, including the internationally important moorland at Blacka Moor, the much-loved Wyming Brook, the beautiful woodlands at Greno Woods and the locally important 'space to breathe' at Sunnybank.

Every year we engage with thousands of people of all ages, and have nearly 6,000 subscribing members and a rapidly growing social media following. We reach out to communities in some of the most deprived parts of the country through our Natural Neighbours programme. We run an Outdoor Learning Service for children and young people of all ages and abilities and we work with older, vulnerable, isolated adults to support them engaging back in to their communities through our Wild@Heart nature programme.

Recent projects include the delivery of natural flood risk management schemes with the Environment Agency on the Rother, recording the return of the otter along the River Don and producing the first ever State of Nature report for Sheffield. We are the lead partner for the successful Sheffield Lakeland £4 million Heritage Fund landscape partnership. We also take action for wildlife and green spaces under threat, supporting other groups and working with local people to campaign on issues that threaten our natural environment and local wildlife. Recent campaigns include opposing a Motorway Service Area on the Local Wildlife Site and ancient woodland at Smithy Wood, asking for a Street Tree Strategy for Sheffield and the retention of the Chelsea Road elm tree. We are also working together with other Wildlife Trusts to call for a 'Wilder Future' and a new strong Environment Act.

To find out more about our work please take a look at our website here: <https://www.wildsheffield.com/>

Wildscapes Consultancy (both a CIC and part of the Trust) works to improve places for people and wildlife by providing a range of land management and ecology services. Profit generated by the social enterprise is re-invested back in to the Trust's charitable activities - into our Nature Reserves, wildlife and habitat conservation, community engagement and campaign work.



# ABOUT SHEFFIELD & ROTHERHAM WILDLIFE TRUST

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We are formally supported by 6,000 members and 400+ volunteers, but our reach is much wider across South Yorkshire. For example, in 2019-20 we connected more than 9,300 people to nature through our community activities and in 2020-21, despite the restrictions related to the Covid pandemic, almost 1,000 children had face to face outdoor learning or wild play experiences. Last year, our virtual nature adventure videos were viewed more than 80,000 times.

Working together with our members, volunteers, local people, partners and the wider Wildlife Trust family, and by acting locally and thinking globally, our *Strategic Outcomes* for Sheffield and Rotherham are that, by 2030:

- 1) Nature will be in recovery and helping solve the climate crisis
- 2) People will be taking action for nature
- 3) Everyone will have the opportunity to experience and benefit from nature

We work in partnership with statutory, private, voluntary and community sector organisations at all levels, including:

- Partnerships with Sheffield City Council, Rotherham Metropolitan Borough Council and the South Yorkshire Combined Mayoral Authority to support many of our projects and deliver shared outcomes for the benefit of nature and people
- Member of the Rotherham Children and Families Consortium
- Host the Local Nature Recovery Partnership, working across South Yorkshire
- Partner in the Integrated Care System (ICS) Test and Learn project for the development of green social prescribing in South Yorkshire and Bassetlaw (see below)
- Supporting over 25 schools every year through our Outdoor Learning programme
- Working with more than 30 community groups to provide nature experiences, advice, talks and other activities
- Championing the causes that matter most to local people and working with groups and individuals to achieve change (e.g. Sheffield Street Tree Partnership, Smithy Wood campaign, Nature Recovery Sheffield and Nature Recovery Rotherham)



# ABOUT SHEFFIELD & ROTHERHAM WILDLIFE TRUST

## ABOUT WILD AT HEART

Wild at Heart was first launched in 2013, supported by Reaching Communities, as a project to engage older people and provide nature experiences which would bring people together, reduce isolation, develop skills and support wellbeing. In eight years, the project has built on its significant success and is now recognised as a best practice model for Green Social Prescribing, supporting 500 adults per year who are older people, adults experiencing mental ill health and other adults in the community. Nature is at the heart of all our activities.

Wild at Heart is our flagship green social prescribing project/service. This project, its practice and approaches has been developed over many years and builds on research and evidence which links interaction with nature to physical, psychological and mental wellbeing benefits, including reducing stress and anxiety, increasing positive mood, self-esteem and resilience, improving social functioning and social inclusion. As part of our wider engagement programme, it delivers our strategic priority to ensure everybody has the opportunity to experience and benefit from nature. It also supports people to take action to protect and enhance nature in their homes and neighbourhoods as well as building connections in the community, creating access to a wider support network for older people and vulnerable adults.

The Wild at Heart ethos is framed around developing connections with nature and connections to the wider community; supporting participants to build awareness about their local community and develop confidence to explore places, try new experiences and access services. Through Wild at Heart, participants learn how they can make the most of the green and open spaces on their doorstep and they develop healthy and mindful behaviours such as going for a short walk every day, noticing the changing of the seasons, watching the birds from their window. They can also take part in organised visits to other nearby sites which increases their knowledge of activities available locally. In time, they will increase their skills and confidence and will be ready to “move on” from Wild at Heart; when this time comes, our experienced staff will help them to identify other opportunities within their community where they can build on the habits they have learnt. For example, previous participants have joined other community projects/groups, taken on volunteer roles, shared learning with their family or grandchildren or even progressed to paid employment.

**A typical Wild at Heart group experience:** Wild at Heart groups are based in local and easily accessible green space, usually a public park with facilities such as an indoor space and toilets. They meet here or they might visit another nearby greenspace or project. A session normally begins with a welcome and then an active short walk to experience the sights, sounds and smells of nature all around. This is an opportunity for group members to catch up and get to know each other. Group leaders and volunteers will introduce themselves and check in with participants. Following this, the group will take part in a fun nature-based activity. This could be creative/arts-based, play focused or more mindful. There will always be two or three different ways to participate so that everyone can join in. The session will end by sharing some refreshments and reflecting on the activities.



# ABOUT THE ROLE

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This post will be directly line managed by the Wild at Heart project officer to provide additional support and increased capacity to deliver the workshops and activities in more locations.

This post will sit within a small team and together will plan the programme of activity to ensure consistency across all the groups. It will also involve creating activity resources and digital content, publicising the programme through the Sheffield and Rotherham Wildlife Trust website, social media and other outlets.

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

Activities will be a mixture of face to face or delivered virtually at key locations across Sheffield and Rotherham. Activities will build on remote/virtual activities developed throughout the pandemic, providing a programme of digital/remote engagement opportunities and self-directed activities which has been tested and developed over the previous years. This approach will broaden the project reach and allow more people to take part.

This role does not involve direct line management, but they will be providing ongoing support and guidance to volunteers/befrienders to enable them to feel more confident and encourage them to take on a more active role in the group.

Volunteers will be key to help sustain the groups long term and they will ensure they are provided with adequate supervision and provide advice/support during sessions

The work will predominantly be delivering outreach work engaging local people across specific areas across Sheffield and Rotherham that have been identified as being in an area of higher deprivation and social isolation. The two main locations are Clifton Park in Rotherham and Concord Park in Sheffield, but in respond to demand may expand to other areas.

The ideal person will not be expected to provide health related advice to participants but will be knowledgeable about what else is available to signpost them onto.



# ABOUT THE ROLE

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We are looking for someone who would be confident running a group and leading a session with ease and is aware of wider activities that participants can be signposted on to or get involved with either through Sheffield and Rotherham Wildlife Trust or other local organisations.

A knowledge of places of interest across Sheffield and Rotherham that bring together people and nature and to be able to deliver simple nature based activities.

Overall it is expected that the post holder will have at least 2 years of appropriate relevant experience in community engagement, particular with regards to supporting the needs of older people, and an academic qualification of at least a level 3. This could be in social care/ supporting older people or community engagement. The successful person must have a good knowledge and an interest in the natural environment.

They must have a clear understanding of the health issues which effect older people and reducing social isolation and have empathy with the needs of older people.

The post-holder will be based at Sheffield and Rotherham Wildlife Trust's Headquarters, at Victoria Hall, Stafford Road, Sheffield, but all the sessions will be delivered at key locations across Sheffield and Rotherham.



# JOB DESCRIPTION

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**JOB TITLE:** Wild at Heart Assistant Project Officer

**JOB NUMBER:** CELWH02022

**RESPONSIBLE FOR:** Supervising/Supporting Volunteers

To support the planning and delivery of a programme of environmental and wildlife related activities to help improve health and wellbeing to support older people and more vulnerable adults from across Sheffield and Rotherham.

Using the natural world to help boost wellbeing and using seasonal nature based activities. Activities will help to increase confidence to get out and about in their community. Participants will also be given opportunities to experience, learn about and understand nature and increase access to local green space.

Activities will be a mixture of face to face engagement as well as a remote/digital programme of activity accessible to all.

The job will involve working closely with the wider Wild at Heart team and being directed by the Wild at Heart Senior project officer.

## MAIN RESPONSIBILITIES

- To work with the project team to plan and deliver a varied programme of events and seasonal nature based activities to support health and wellbeing, engaging adults at 2 key locations across Sheffield and Rotherham (Clifton Park, Rotherham and Concord Park, Sheffield).
- To work with the wider project team to plan and deliver a digital programme of nature connection activities to support health and wellbeing, supported by phone calls and printed activity packs for those unable to access digital materials.
- To work with Wild at Heart Senior project officer to plan and deliver taster sessions for partners and local organisations to find out more about the groups and how they can signpost people onto sessions.
- To work with the Wild at Heart senior project officer to liaise with social prescribing link workers, partner organisations, GP's and other health professionals, community support workers, community connectors and community groups to support referral of individuals who would benefit from engaging in the project and provide long term health benefits.
- To provide mentoring and ongoing support for volunteers/befrienders.
- To provide support for stakeholder events to review and evaluate the programme of activity.
- To support the project officer in gathering monitoring and evaluation information and data.
- To create and share activity resources and digital content including keeping the website up to date.





# JOB DESCRIPTION CONTINUED

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- To keep records of attendees and feedback as directed by the Wild at Heart senior project officer in line with project outputs and outcomes.
- To work with the wider project team and marketing team to share good news stories and celebrate successes of the project through social media, Wildlife trust publications, The Wildlife trust website and other local and national outlets.
- To raise purchase orders as required and directed by the Wild at Heart Senior project officer ensuring they are within the limits of the budget.
- To provide support to the Wild at Heart Senior project officer as needed with delivery of the training programme for link workers and other health professionals (delivered digitally or through face 2 face as required).

## General Duties

- 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
- To work with considerably responsibility and autonomy.
- Undertake any other duties as required by the CEO or CEL Manager that are commensurate with the skills and responsibilities of this post.





# PERSON SPECIFICATION

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## Experience

- At least 2 years' experience of working with community groups and volunteers aimed at adults, particularly with older people
- Experience of leading group sessions to adults
- Experience of organising and delivering events and activities with an nature focus
- Experience of supporting volunteers

## Knowledge & qualifications

- Relevant qualification to a level 3 or above
- A full driving licence
- First Aid at work
- A good Knowledge of the natural environment and how it can provide health benefits
- Good knowledge of community involvement and the health issues affecting older people
- Good understanding of how to support and motivate volunteers
- Good understanding of health and safety including assessing the risk benefits of activities

## Skills

- Excellent group facilitation skills
- Able to use IT effectively (word processing, excel spreadsheets, publisher, outlook)
- A good understanding of how to promote sessions within the community via traditional methods or social media
- Able to communicate clearly, both verbally and in writing to groups as well as individuals
- Ability to motivate, enthuse and work supportively with a range of people on different levels

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# PERSON SPECIFICATION

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## Personal Qualities

- Highly self-motivated, enthusiastic and resilient
- A good team player
- Be empathetic and mindful of the needs of others
- Have a non-judgemental approach and commitment to supporting people with health needs or in difficult situations.
- Committed to nature conservation
- Working to high standards paying attention to detail.
- Has an organised approach to work and excellent time management.
- Is enthusiastic, positive, and friendly and has a safe approach to working.
- Flexible work pattern – able to work evenings and weekends as required



# DETAILS OF EMPLOYMENT

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## DETAILS OF EMPLOYMENT

**Salary:** £18525 (Assistant Project Officer Grade ) pro rata for part time hours

**Pension:** Entry to the Trust's stakeholder pension scheme is available immediately, 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 working week for this post is 0.5 FTE 18.75 hours, exclusive of lunch breaks. The post may involve occasional 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 Director's discretion.

**Location:** Sheffield & Rotherham Wildlife Trust Headquarters, Victoria Hall, 37 Stafford Road, Sheffield and/or home working.

**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:** 20 days a year pro rata plus bank holidays pro rata and 3 additional days to cover the period between Christmas and New Year when the office is closed.

**Length of Contract:** This role is permanent subject to funding.

**Transport provision:** Trust staff are required to use public transport wherever possible. (Please read SRWT's 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.

