



**Sheffield &
Rotherham**
Wildlife Trust

APPLICANT PACK: ASSISTANT COMMUNITY WILDLIFE RANGER

*CONNECTING STEPS/LANDSCAPE CONNECTIONS,
BUILDING A LEGACY*

JUNE 2022



ABOUT SHEFFIELD & ROTHERHAM WILDLIFE TRUST

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.



JOB DESCRIPTION

JOB TITLE: Assistant Community Wildlife Ranger

(Connecting Steps/Landscape Connections, building a legacy)

JOB NUMBER: CELSLP03/2022

RESPONSIBLE TO: Community Wildlife Ranger

RESPONSIBLE FOR: Volunteers

OVERALL PURPOSE

To support and assist in running activities to engage communities in accessing, exploring, learning about and caring for the natural and cultural heritage of the Sheffield Lakeland area.

This will include providing support to the Connecting Steps Project, working with underrepresented groups and supporting them to explore and be more actively involved in the Sheffield Lakeland areas.

The role will also work closely with the Landscape Connections Project, supporting school and family engagement activities and identifying ways to encourage positive behaviours when visiting the countryside.

This will involve helping to plan and deliver a programme of outdoor activities for children and families, adults and members of local community groups, which will enable people to enjoy exploring and learning about the heritage of the Sheffield Lakeland area. As well as supporting people to take action for nature, particularly through engaging in practical conservation volunteering.

Although working closely with their line manager and the Connecting Steps and Landscape Connections project officers this role will also lead on delivering activities to groups independently, supervising and working with volunteers as needed.

MAIN RESPONSIBILITIES:

- To assist with delivery of a programme of nature based activities that support individuals to connect to and care for the Sheffield Lakeland landscape area.
- To engage and communicate with visitors to the Sheffield Lakeland landscape area to increase understanding of natural heritage and encourage appropriate behaviour (eg dogs on leads).
- To work closely with the Landscape Connections team on delivery of activities and supporting larger city wide events as needed

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JOB DESCRIPTION CONTINUED

- To work with the Connecting Steps project officer to provide support to encourage underrepresented groups to explore the Sheffield Lakeland landscape areas easily.
- To plan and lead activities to support people to take action for nature and take part in practical conservation volunteering.
- To lead on delivery of sessions independently, or with volunteer support.
- To signpost participants onto other activities within the Sheffield Lakeland area or with SRWT that may be of interest.
- To keep accurate records of attendances at sessions and carry out monitoring and evaluation of activities as required by the funders and directed by the Connecting Steps project officer.
- To assist with collecting case studies and disseminating the successes and lessons learnt from the project
- 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 some responsibility and autonomy in conjunction with support from line manager
- 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

CRITERIA	ESSENTIAL (E) or	STAGE CRITERIA IS
	DESIRABLE (D)	ASSESSED

EXPERIENCE

Experience of organising and delivering events and activities with an environmental/nature based focus, likely to be demonstrated by at least one year's experience in a similar role.	E	A/I
Experience of delivering practical conservation work , likely to be demonstrated by at least one year's experience.	E	A/I
Experience of working with individuals, community groups and volunteers from diverse communities	E	A/I
Experience of engaging and communicating with site visitors	E	I
Motivating, engaging and supporting individuals from underrepresented communities and understanding their needs	E	I
Experience of supporting and supervising volunteers	E	I
Experience in producing simple marketing and publicity materials/ use of social media	E	A

KNOWLEDGE/QUALIFICATIONS

Knowledge and understanding of nature conservation and practical conservation tasks	E	A
An understanding of nature connection and how it links to wellbeing	E	I
A good understanding of community involvement, access and inclusion	E	I
A good understanding around health and safety including first aid at work	E	A

Assessment stages:

A = Application

I = Interview

T = task



PERSON SPECIFICATION

CRITERIA	ESSENTIAL (E) or	STAGE CRITERIA IS
	DESIRABLE (D)	ASSESSED

KNOWLEDGE/QUALIFICATIONS CONT.

A good understanding of how to support and motivate volunteers	E	I
A good knowledge of Sheffield and Rotherham areas, in particular the Sheffield Lakeland landscape areas	D	A
Appropriate community work qualification and/or environmental qualification	D	A

SKILLS

Full driving licence	E	A
First aid at Work qualification	E	A
Practical conservation skills	E	A
Good group facilitation skills	E	I
Strong communication skills and a tactful and diplomatic approach	E	I
Ability to motivate, enthuse and work supportively with a range of people	E	I
Ability to liaise effectively and build good working relationships with colleagues, stakeholders and partners	E	I
Ability to put information across effectively to a range of audiences through a variety of media	E	I
Able to use IT effectively (word processing, excel spreadsheets, publisher)	E	A
Ability to work under pressure and meet deadlines	E	I

Assessment stages:

A = Application

I = Interview

T = task



PERSON SPECIFICATION

CRITERIA

ESSENTIAL (E) or
DESIRABLE (D) STAGE CRITERIA IS
ASSESSED

PERSONAL QUALITIES

Highly self-motivated, enthusiastic and resilient	E	I
A commitment to nature conservation and nature connection for wellbeing	E	I
Enthusiastic, positive, friendly and safe approach	E	I
Be empathetic and mindful of the needs of others	E	I
Working to high standards paying attention to detail	E	I
Has an organised approach to work and good time management skills	E	I
Flexible work pattern – able to work evenings and weekends as required	E	A

Assessment stages:

A = Application

I = Interview

T = task



DETAILS OF EMPLOYMENT (NOVEMBER 2021)

Salary: £22,076.11 (APO2 grade) pro rata

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, from 6th April 19 onwards this is based on a total of 8% minimum level, 3% by SRWT and 5% by employee.

After 6 month's service (subject to successful probationary period), 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.

Hours: This is a part time role (0.6 FTE) with a working week of 22.5 hours, exclusive of lunch breaks. The post will involve regular weekend and some evening 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: The post will be based at the Sheffield & Rotherham Wildlife Trust, 37 Stafford Road, Sheffield, but activities and sessions will be delivered at various locations across Sheffield (mainly the Sheffield Lakeland Landscape areas). Office/working from home available in agreement with the line manager.

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 holiday, plus 3 days to be taken between Christmas and New Year, plus bank holidays pro rata. Staff will 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. Annual leave entitlement is pro rata for all part time staff.

Length of Contract: Fixed term to 30 June 2023.

Transport provision: Trust staff are required to use public transport wherever practical. 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 request the full policy document for further details.



WORKING FOR SRWT

The Trust has a suite of policies and procedures that are designed to provide a framework for how we work and support our staff. The following are particular areas that we have given focus to under our current strategy.

SAFEGUARDING

Sheffield and Rotherham Wildlife Trust is deeply committed to safeguarding and promoting the welfare of all children, young people and adults involved in our work across the Trust.

The Trust delivers a range of activities for children, young people and adults that includes some risk of harm. We come in to contact with many people as we undertake our day to day work right across the Trust - from responding to customer enquiries, recruiting members, helping the public on site, delivering activities or supporting a placement student or volunteer. In view of this our safeguarding policy & procedures form a thread across all staff and teams from recruitment to the day to day work we carry out.

Our Safeguarding Group plays an important role in leading our safeguarding activity and all staff carry responsibility in their work. We apply to the Disclosure & Barring Service for an appropriate level of disclosure, and also seek references for successful candidates. All staff take part in a safeguarding induction and identified roles undertake more specific safeguarding training.

EQUALITY, DIVERSITY & INCLUSION

We believe that equality, diversity and inclusion is an essential part of what we do and how we achieve our vision for wildlife. Our workforce, volunteers, and the communities we work with deserve equality of opportunity, benefit from embracing diversity and thrive in an inclusive environment.

The Trust is committed to providing equality of opportunity, addressing lack of diversity and creating an environment that promotes inclusivity. We do not tolerate discrimination, harassment and bullying and aim to provide a working environment where opportunities for recruitment or progression are based solely on merit.

CARBON REDUCTION

The reality and threat of climate change is sadly increasing year on year. Alongside our work to tackle the nature emergency in Sheffield & Rotherham, we are also working to help tackle the climate emergency.

We are doing this through our strategic work, by delivering nature-based solutions that can help lock up carbon and manage flood risk for example. But in addition to that, we are reviewing our day to day operations to seek opportunities to reduce our own carbon footprint wherever we can.

Our strategic ambition is to be zero carbon by 2030 and are currently working to an action plan to help us identify and prioritise where we can reduce our carbon emissions before then turning our focus on how we can offset emissions and use our extensive knowledge & experience of working to protect nature, to implement nature-based solutions that lead to carbon sequestration.

