



**Sheffield &
Rotherham**
Wildlife Trust

APPLICANT PACK:

LANDSCAPE CONNECTIONS

PROJECT ASSISTANT

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.



ABOUT LANDSCAPE CONNECTIONS



The Landscape connections project is funded by the National Lottery Heritage Fund. It is part of a larger programme of work to encourage more people to visit, get involved and take action for wildlife across the Sheffield Lakeland Landscape partnership areas.

The aim of the project is to provide a programme of outdoor learning activities for schools from both rural and urban communities – using the landscape as a natural outdoor classroom to deliver a combination of natural heritage and farm visit learning activities. The project has developed excellent relationships with a number of key partners, including Yorkshire Water which has enabled us to extend our work across the Redmires Gateway.

Our Cow Molly is a working dairy farm - Activities have been developed to encourage schools, families and other groups to visit and get involved in life on the farm. This involves exploring day-to-day life on the farm, focusing in particular on the ways in which the Our Cow Molly farmers have found more sustainable ways to operate.

Stoneface Creative - A local artist and stone sculptor using traditional crafts and materials sourced locally. Family learning activities are delivered here to encourage a better understanding of the local heritage of the Lakeland Landscape area through art, both natural and man-made resources.

Redmires Reservoir (Yorkshire Water), Wyming Brook and Fox Hagg - these sites are popular with visitors from in and around Sheffield and Rotherham. This is part of a newer project in which we plan to carry out: interactive volunteer sessions; visitor consultations; drop-in engagement activities. These aim to raise awareness of the wildlife on these sites and help visitors identify what they can do to protect it.

As this landscape is close to the city, there is a great potential to engage, excite and inspire children, young people and adults to connect with the nature and local heritage around them.

We will enable children, young people and adults to experience a landscape which, although on their doorstep, is often left unexplored. We will empower local children to learn more about the landscape they live in but may not fully understand.

This role sits within the Outdoor learning team at Sheffield & Rotherham Wildlife Trust, which encourages children, young people & families to connect with nature through a wide range of activities. This may be through schools, groups, family visits and supporting larger events as well as interacting with members of the public through larger engagement events & onsite presence.

This role will be directly managed by the Landscape Connections Project Officer & will help to further promote a programme of established opportunities to increase uptake at Our Cow Molly or other locations within the Sheffield Lakeland area.

This post holder will need to develop a good understanding of the other programmes of work within the Sheffield Lakeland Landscape Partnership, so they can signpost families and groups to other opportunities that may be of interest.



JOB DESCRIPTION

JOB TITLE: Landscape Connections Project Assistant

JOB NUMBER: LCA/SLLP06/2022

RESPONSIBLE TO: Landscape Connections Project Officer

RESPONSIBLE FOR: Volunteers

OVERALL PURPOSE

To work as part of the Outdoor learning Service to deliver family learning activities & curriculum focused sessions to schools, at locations within the Sheffield Lakeland areas: : www.wildsheffield.com/discover/your-community/sheffield-lakeland-landscape-partnership/where-is-the-sheffield-lakeland) Children, young people & families will learn about the landscape, its natural and cultural heritage and how to protect it.

The role will also support activities at Redmires, Wyming Brook & Fox Hagg, that encourage visitors to take action for nature. eg. supporting volunteer workdays & running interactive engagement activities at the nature reserves.

MAIN RESPONSIBILITIES:

- To plan & prepare resources & equipment as directed by the Landscape Connections project officer to ensure they are ready for sessions.
- To work with the marketing team & the landscape connections project officer to promote the family learning sessions & sessions to schools/groups.
- To deliver family learning sessions (independently) during school holidays or at weekends at Our Cow Molly & Stoneface Creative.
- To deliver sessions to schools (independently) at Our Cow Molly, school grounds or other locations subject to demand. This could include school assemblies on a variety of topics.
- To help deliver activities at Redmires, Wyming Brook & Fox Hagg, that encourage visitors to take action for nature. eg. supporting volunteer workdays & running interactive stalls at the nature reserves.

Continued on next page



JOB DESCRIPTION CONTINUED

- To collate any monitoring required by your line manager to feed into reports for the Heritage Lottery fund.
- To ensure positive relationships with the schools, delivery partners & visitors to our nature reserves are maintained.
- To work alongside and collaborate with other projects that help to form the Sheffield Lakeland Landscape Partnership.
- To work as a team providing support to volunteers and other members of SRWT staff to achieve the project outcomes. We anticipate 2-3 regular volunteers at each session.

General Duties

- Work to and promote the Trust's Charitable Objectives, Strategy, policies and procedures, including the Trust's culture statement.
- Where appropriate, promote membership of the Trust.
- Present a professional image of the Trust at all times.



PERSON SPECIFICATION

| CRITERIA | ESSENTIAL (E) or DESIRABLE (D) | STAGE CRITERIA IS ASSESSED |
|--|-----------------------------------|-------------------------------|
| EXPERIENCE | | |
| Experience of working with children, young people or families, likely to be demonstrated with at least 6 months experience | E | A/I |
| Experience of delivering sessions to a group or a school (ideally in an outdoor setting). | E | A/I |
| Experience of engaging with groups of children, young people & adults of all ages, in a wide range of outdoor settings, including leading walks, activities, events and curriculum based sessions. | E | A/I |
| Experience in communicating with members of the public | E | A |
| KNOWLEDGE/QUALIFICATIONS | | |
| Likely to be qualified to a level 3 in a relevant subject | E | A |
| A good understanding of safeguarding procedures especially in relation to vulnerable adults, children and young people | E | A/I |
| Good understanding of the curriculum | E | A |
| A full driving licence (or able to travel to the locations) | E | A |
| A good understanding of natural conservation and ecology. | E | A/I |
| A good understanding of farming, particularly dairy, in the UK. | D | A |
| First Aid certificate, for leading groups outdoors in public spaces. | D | A |
| SKILLS | | |
| Excellent communication, both verbal and written. | E | I |
| Accurate and consistent, good at record keeping. | E | I |
| Excellent personal organisation and time management skills, able to work to targets and deadlines. | E | I |

Assessment stages:

A = Application

I = Interview

T = task



PERSON SPECIFICATION

| CRITERIA | ESSENTIAL (E) or DESIRABLE (D) | STAGE CRITERIA IS ASSESSED |
|---|-----------------------------------|-------------------------------|
| SKILLS CONT. | | |
| Ability to build and maintain good professional relationships. | E | I |
| PERSONAL QUALITIES | | |
| Highly self-motivated, enthusiastic and resilient. | E | I |
| A good team player. | E | I |
| Flexible to work evenings and weekends as required | E | I |
| An enthusiasm and personal commitment to the work of the Sheffield and Rotherham Wildlife Trust. | E | I |
| Committed to providing equality of opportunity, addressing lack of diversity and creating an environment that promotes inclusivity. | E | I |
| Be empathetic and mindful of the needs of others. | E | I |
| Have a non-judgemental approach and commitment to supporting people in difficult circumstances. | E | I |
| Innovative and creative, responding to different situations and using own initiative | E | I |
| Working to high standards paying attention to detail | E | I |

Assessment stages:

A = Application

I = Interview

T = task



DETAILS OF EMPLOYMENT (NOVEMBER 2021)

Salary: £18,525.00 (Grade: APO1) 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: The contract will be 15 hours per week. Days & hours to be agreed with your line manager. Due to the nature of the role weekend working will be required 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 Sheffield, in particular the Sheffield Lakeland areas.

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 31 March 2023 - continuation after this time will be subject to funding

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 that includes some adults at 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.

