

Job description

Job title: Wildlife Champions Project Officer

Team: Communities and Engagement

Responsible to: People and Wildlife Manager

Responsible for: Volunteers

Working base: Avon Wildlife Trust HQ, 17 Great George Street, Bristol BS1 5QT.

Overall purpose of job

To recruit, support and mentor Wildlife Champions to act as ambassadors for nature and implement positive actions for the benefit of their communities.

Main responsibilities

- To provide a structured programme of social, learning and mentoring activities for Wildlife Champions across the region.
- To facilitate a growing peer-learning network of individuals who are taking action for nature within community settings.
- To build positive partnerships that contribute to, and support, plans created by the Wildlife Champions.
- To collaborate internally and externally on events designed to profile and celebrate community action, expanding local networks, and contributing to a growing movement of people working together to address the ecological and climate emergencies.

Job specification

Management and Supervision

- Responsible for managing own work programme.
- Management of project volunteers.
- Collaborates with other team members to provide regular advice and support sessions with Wildlife Champions.
- Advises and assists Wildlife Champions Communications and Engagement Officer.

Accountability and Resources

- Contributes to the planning and monitoring of project resources, with no direct budget responsibility.

Job Impact

- The work undertaken has significant impact externally, raising AWT's profile with new audiences and providing benefits for communities and nature.

Independence and Judgement

- The project manager will provide guidance and supervision, working collaboratively with the post holder to develop plans and agree objectives on a quarterly basis,
- AWT written policies and procedures will provide guidance on expected ways of working.

People and Contacts

- Professional relationships will be developed with Wildlife Champions, partners and community organisations to provide guidance and build a support network for implementing nature-based activities, habitat management and creation.
- Contact with external tutors and staff to develop training programme.
- Point of contact for interested, new and existing champions

Creativity and Innovation

- Creativity and innovation feature within the job on a regular basis but within broad instructions and recognised nature recovery practices.

Working conditions

- You may be required to work from other AWT hubs and at a range of locations around the West of England area.
- Regular travel to community sites within Avon.
- Regular evening and weekend work as necessary (TOIL awarded)
- Optional home working by prior agreement with your line manager.
- You will not be required to work outside of the UK.

Person specification

E = essential criteria. D = desirable criteria

Please note - we have robust safeguarding procedures in place. This post is subject to a successful enhanced DBS (Disclosure and Barring Service) check if applicable, and we will require two workplace references.

Experience

- Working in a community setting, with people from diverse backgrounds. (D)
- Demonstrable experience and understanding of adapting communications and activities to cater for a range of different needs (E)
- Experience of coordinating events and/or training and learning programmes (E)
- Experience of facilitating peer learning networks (D)
- Experience of working with volunteers and community organisations (E)
- Experience of wildlife habitat creation and management (E)
- Experience of coaching or mentoring (informal or formal) (D)

Competence, knowledge and skills

- Good knowledge of nature recovery practices and principles (E)
- Excellent communicator with experience of developing strong relationships with a wide range of stakeholders (E)
- High level of IT competence and organisational skills (E)
- Understanding of inclusion and issues relating to voice and influence (D)
- Confident leading groups, social activities and facilitating discussions (D)
- Active listening skills and ability to collaborate with a wide range of people (E)

Personal qualities

- Strong work ethic with a commitment to the values and aspirations of Avon Wildlife Trust
- Team player, able to work on own initiative and with a degree of autonomy
- Honest, approachable and with the ability to establish trust with a wide range of people
- Willingness to work flexible hours when required

Please sign and date this document to confirm its accuracy at the present time.

Post-holder name:

Post-holder's signature: Date:

Line manager's name :

Line manager's signature : Date: