

Job description

Job title: Communications & Engagement Officer (Wildlife Champions)

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 document the Wildlife Champions programme, and capture the benefits of the programme to local communities.

Main responsibilities

- To support the Wildlife Champions Project Officer to deliver a high quality and effective Wildlife Champions programme
- To use a variety of media to capture the learnings and impact of the Wildlife Champions programme
- 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.
- Collaborates with Communications team and project team to plan effective communications and engagement strategies to support the project.
- Advises and assists Wildlife Champions Project Officer
- Advises and collaborates with volunteers

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 build trust, capture honest feedback and celebrate successes.
- Contact with community groups, residents and partner organisations to develop learning and understanding of challenges faced, to improve practice and help build Wildlife Champion's confidence to find solutions.

Creativity and Innovation

- Creativity and innovation feature within the job on a regular basis but within broad instructions and existing AWT communications channels and plans.

Working conditions

- You may also 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)
- Experience of using a variety of media to capture and showcase inspiring personal stories (E)
- Experience of building professional relationships and capturing feedback/points of view in a variety of ways (D)
- Experience of working with volunteers and community organisations (D)
- Experience of making reels and short form visual content for social media (E)

Competence, knowledge and skills

- Some knowledge of local wildlife and nature recovery activities (D)
- Strong visual and audio communication skills (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)
- 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: