

## Hampshire & Isle of Wight Wildlife Trust

### JOB DESCRIPTION

1. IDENTIFICATION OF JOB	
<b>Job Title</b>	Senior Community Development Officer
<b>Department</b>	Advocacy & Engagement
<b>Responsible to</b>	Wilder Communities Manager
<b>Responsible for</b>	4 x Wilder Community Officers, Community Ecologist Interns (one per year), Super Champions, and some volunteer management will be included.
<b>Level</b>	D
<b>Place of Work</b>	Beechcroft House, Vicarage Lane, Curdridge, Southampton, Hampshire, SO32 2DP
<b>Budgetary Responsibility</b>	Responsible for setting, managing annual budgets for all operations under their management in agreement with senior management.

2. OVERALL PURPOSE OF JOB
<p>To succeed in putting nature in recovery, we need many people on nature's side – to support the Trust, to take action themselves and to persuade others to do things differently. The science suggests that to create a social tipping point in society where we can turn things around for climate and wildlife, we need 1 in 4 people to take meaningful action in support of the natural world.</p> <p>This role will use a community organising approach to support neighbourhoods across Hampshire to take community led action for nature in their local area through two routes: The development and delivery of the Trust's Wilder Neighbourhoods programme, and in partnership with the Greening Campaign, making space for nature. This role will take learning from this delivery and work closely with the Wilder Communities Manager, support, train and develop new 'Super Champions' in the community and line manage the Wilder Communities Officers to offer a cohesive programme for communities and neighbourhoods across Hampshire &amp; the Isle of Wight which connects them with the Trust and Team Wilder through the Reaching Community Lottery project.</p>

3. MAIN RESPONSIBILITIES
<p><b>Supporting neighbourhoods and communities</b></p> <ul style="list-style-type: none"> <li>• Provide talks and events for neighbourhoods to inspire them to collectively take action for nature.</li> <li>• Provide ongoing support to neighbourhoods and connect them with opportunities to ensure the action they take is sustainable and long term.</li> <li>• Create and deliver a clear pathway and one-page starter pack for those wishing to take action in their neighbourhoods.</li> <li>• Create a toolkit and resources to enable groups to map their area and to create 3-to-5-year plans for their neighbourhood.</li> <li>• Work closely with the Engagement Officer (Winchester area) to support communities in the making space for nature programme of the Greening Campaign by providing the guidance and resources outlined above.</li> <li>• Line manage the Wilder Communities Officers, Community Ecologist Interns (one per year) and Super Champions, taking responsibilities for delivery of the Reaching</li> </ul>

Communities project, including recording of quantitative and qualitative data demonstrating impact and showcase and celebrating achievements.

- Support the team to connect the neighbourhoods and communities you work with to the existing champions and leaders programme and develop a new 'Super Champions' programme and framework for mobilising and enabling greater community led action.
- Identify opportunities for schools to become involved in the Trust's Wilder School programme and share these with the Engagement Officer (schools and youth) to follow up.
- Support and promote the Wilder Neighbourhood of the Year award.
- Work with the Wilder Communities Manager to deliver and test a citizen science programme.
- Support the Wilder Communities Manager to test impact measurements to capture communities' contribution to 30% of land in recovery.

#### **Reporting to funders and partnership working**

- Provide quarterly impact and finance reports to the National Lottery Reaching Communities Fund
- Provide quarterly impact and finance reports to the Greening Campaign (National Lottery Heritage funded programme).
- Work closely with partners involved in the Greening Campaign to provide a cohesive programme for communities involved, that links to the Trust's Team Wilder programme.
- Work with Wilder Communities Manager to provide annual impact reporting for Wilder Neighbourhoods project (major donor funded programme).

#### **General**

- Work with colleagues across the team and the wider Trust to develop and champion Team Wilder.
- Work with communications and engagement colleagues, follow the progress of Team Wilder members – recognising and celebrating successes through the creation of blogs, social posts, and video contact to help encourage others to join us.

#### **4. JOB SPECIFICATION / SCOPE OF ROLE**

- This role will involve staff management responsibilities and budgetary responsibilities, responsible for setting and managing own and managed staff day-to-day budget management and purchasing decisions within the project budget.
- Developing and maintaining relationships will be essential for this role, with the ability to engage and inspire communities.
- This role has regular contact with the general public, Trust staff and volunteers.
- The role will include partnership working.
- There will be some requirements to work in the evenings and at weekends, for which the post holder will receive time off in lieu, subject to Line Manager approval. Travel around Hampshire will be required by this role, a pool car is available.
- This role will require an enhanced DBS check.

#### **General**

- Abide by Trust procedures and policies, in particular Health & Safety and Equal Opportunities, Safeguarding & Child Protection and GDPR.

- Follow finance policies, processes and procedures.
- Promote the Trust wherever possible, in particular recruiting new members and acting as an ambassador for our vision, values and aims.
- Uphold the Trust's Values and Signature Behaviours.
- Undertake additional duties commensurate with the post as may be reasonably requested from time to time.

#### Notes:

1. As duties and responsibilities change, this job description will be reviewed and amended in consultation with the post-holder.
2. The job description cannot cover every issue or task that may arise within the post at various times. Therefore, the post-holder will be expected to carry out any other duties as are within the scope, spirit, and purpose of the job as requested by the Line Manager, or Director.

### Hampshire & Isle of Wight Wildlife Trust PERSON SPECIFICATION

<b>Job Title</b>	Senior Community Development Officer
<b>Department</b>	Advocacy & Engagement

**Below is the list of experience, knowledge, skills and personal qualities needed for the above role.**

<b>Area A EXPERIENCE</b>
<b>Essential:</b> <ul style="list-style-type: none"> <li>• Significant experience of working with the general public, with a proven ability of engaging and empowering communities to make positive change.</li> <li>• Demonstrable experience of engaging with a wide range of audiences, including children and young people.</li> <li>• Extensive experience of line management.</li> <li>• Sound experience of writing project impact reports.</li> </ul> <b>Desirable:</b> <ul style="list-style-type: none"> <li>• Experience of working in partnership with a range of external project partners.</li> <li>• Sound experience of budgetary management</li> </ul>
<b>Area B KNOWLEDGE &amp; QUALIFICATIONS</b>
<b>Essential:</b> <ul style="list-style-type: none"> <li>• Good understanding of community organising, and behaviour change methods.</li> <li>• Good understanding of health and safety in the workplace, GDPR and Safeguarding and child protection procedures.</li> <li>• Good understanding of diversity and inclusion principles and approach.</li> <li>• An interest and knowledge of wildlife and nature conservation.</li> </ul>

<b>Desirable:</b> <ul style="list-style-type: none"> <li>• A basic understanding of ecology and habitat management.</li> </ul>
<b>Area C SKILLS</b>
<b>Essential:</b> <ul style="list-style-type: none"> <li>• Excellent written and verbal communication skills.</li> <li>• Proficient with digital communication tools (e.g., Facebook, Twitter).</li> <li>• IT literate – particularly MS Teams, Word, Excel, Outlook, etc.</li> <li>• Good time management skills.</li> </ul> <b>Desirable:</b> <ul style="list-style-type: none"> <li>• A current enhanced DBS check (if you don't hold one, a check will be completed on confirmation of the role).</li> <li>• A current First Aid certificate.</li> <li>• GIS skills.</li> </ul>
<b>Area D PERSONAL QUALITIES</b>
<b>Essential:</b> <ul style="list-style-type: none"> <li>• An interest and passion for wildlife, community public engagement and environmental education.</li> <li>• Well organised and practical</li> <li>• Ability to work alone, and as part of a team.</li> <li>• Approachable and friendly manner.</li> <li>• Affinity with the Trust's Vision, Values and Signature Behaviours.</li> <li>• Ability to represent the Trust to external organisations and partners.</li> </ul>