



Job Description

- Job Title:** Communities and Education Officer (Great Fen)
- Location:** The Wildlife Trust for Bedfordshire, Cambridgeshire and Northamptonshire, Wildlife Trust Countryside Centre, Chapel Road, Ramsey Heights, Cambridgeshire, PE26 2RS
- Accountable to:** Communities and Education Manager (Great Fen)
- Salary:** £28,256 per annum
- Hours:** 37.5 per week (full time)
- Transport:** You will be required to provide your own car with business insurance and will be reimbursed for business-related mileage (currently 45p per mile for cars over 1000cc). Trust vehicles are available but only from time to time.

Employment subject to:

- 6 month probationary period;
- evidence of right to work in the UK
- satisfactory enhanced DBS check

Communities and Education Officer (Great Fen)

Main purpose – Youth Engagement role

The Communities and Education Officer will take the lead and support the development of youth engagement activities (for ages 11+) within the Great Fen through a programme of activities, groups, events and community organising initiatives.

The Officer will help to develop and deliver innovative community engagement and education programmes to inspire and increase the involvement of local communities in the enjoyment, learning and participation of nature and health and wellbeing initiatives – with a particular emphasis on engaging young people.

The role will also work closely with the Communities and Education Manager in delivering outcomes for externally funded projects such as the NLHF-funded Peatlands Progress.

Main Objectives
<ul style="list-style-type: none"> • Lead and support the development of youth focused engagement activities including events, groups, educational, workshops and community organising initiatives. • Deliver high quality sessions to improve health and wellbeing in young people ages 11-24 yrs as part of the Peatlands Progress project. These will include nature-based activities (pond dipping, bat detecting etc.), Forest School programmes, bushcraft and nature crafts.

- Lead and support the Youth Rangers of the Fen group, enabling young people aged 11-17yrs to carry out practical management and other tasks across the Great Fen project area.
- Lead and support traineeship, internship and work experience opportunities (when provided).
- Work with the Communities and Education Team to develop and deliver outreach activities for primary/ secondary school/ college students based around the Great Fen, wildlife and Climate Change to promote understanding, empowerment and positive climate action.
- Lead and support our three counties Young People's Forum – supporting young people (aged 13 to 24) to take positive action for wildlife and help other young people to do this too.
- Work with the Communities and Education Team to support the primary school visits during peak season.
- Develop and deliver community engagement activities including events to increase the involvement of local communities in the enjoyment, learning and participation at the Great Fen.
- Have a good understanding of the Trust's 5 year strategy supporting alignment with developed activities.
- Ensure the Health and Safety of all participants, including writing and checking risk assessments for the sites, tools and activities used.
- Help recruit, train and coordinate volunteers to support delivery.
- Help develop opportunities to maximise income into the Wildlife Trust through membership and fees.

Key Responsibilities

Staff and volunteers

- Support casual staff and volunteers in assisting with the delivery of a variety of high-quality engagement activities
- Encourage, recruit and mentor youth volunteer support, helping to build a network of younger volunteers for education and community work and where possible the larger Trust.
- Log applicable volunteer hours for reporting.

Finances and funding

- Work closely with fundraising staff and the Communities & Education Manager to help identify and secure funding for the Trust's work including reporting on funded projects

Partnership and stakeholders

- Develop and maintain strong working relationship with partners and other local organisations including schools, youth groups, community groups and businesses, to enhance nature conservation and developing opportunities for all people to get involved.

Communication and promotion

- Work closely with the communication and supporter teams to help promote the work of the Trust through a variety of media, including social media and websites, and through exploring other platforms and opportunities.
- Produce quarterly reports, for inclusion within the Head of Communities and Education's reports to the Trust's Council of Management, the Great Fen steering committee and any relevant funding-based reports.
- Help recruit new Wildlife Trust members and supporters through your daily activities and by assisting those with direct recruitment responsibilities.
- Present a positive and welcoming image of the Trust to everyone.

Health & Safety and EDI

- Fulfil all relevant Health and Safety and Child/Vulnerable Adult Protection requirements and obtain a satisfactory enhanced DBS check.
- Be aware of the Trust's equal opportunities policy and actively engage with it, while offering insight into the Trust's continuing work towards improving diversity and inclusion.

Other duties
• Contribute to general Trust working and any other duties as directed by line managers.
• Undertake training as the need arises.
• Go about duties in a resource-efficient way and minimise impacts to the environment.
• Actively follow Trust policies including Equal Opportunities policies
• Maintain an awareness and observation of Fire and Health & Safety Regulations.

Notes:

1. As duties and responsibilities change, this job description will be reviewed and amended in consultation with the post-holder.
2. This job description does not constitute a 'term and condition of employment'. It is provided only as a guide to assist the employee in the performance of their job. The job description is not intended to be an inflexible or infinite list of tasks and may be varied from time to time after consultation / discussion with the post holder.
3. This job description does not form part of the contract of employment.

Member recruitment provides the Trust with our largest source of regular income. Members are essential for us to deliver our vision to protect and preserve our wild spaces so that wildlife can thrive and we all have wild spaces to enjoy. Although we have a great recruitment team...we need you! Everyone working at the Trust can help. You may be the first person from the Wildlife Trust that a potential supporter speaks to. Every member of staff should take pride in the work we do and be our voice, promoting the importance of being a member of our Trust and recruiting new members wherever they can.

Communities and Education Officer – Person Specification

E= Essential; D=Desirable

Requirements		
Experience and Qualifications	Significant experience working with young people within the 11-24 yr age range, including those facing emotional, physical and behavioural difficulties.	E
	Significant experience delivering engagement activities.	E
	Hold a current driving licence with business insurance and be able to use own vehicle for work purposes on occasion	E
	Experience of delivering any of the following; Forest School sessions/bushcraft/nature-based activities/practical conservation.	D
	Experience of working and supporting volunteers and community groups	D
	Experience of budget management, financial monitoring, developing new income streams and reporting.	D
	Forest School Training, level 1, 2 or 3	D
	Some experience in facilities management	D
Knowledge	A good understanding of working with young people: <ul style="list-style-type: none"> - The importance of fostering and enabling personal, social and career development - Being a good role model - The barriers young people may face engaging with nature and how they might be overcome 	E
	Demonstrable understanding of the wider implications of Health and Safety, Child Protection and Safeguarding issues.	E
	An excellent understanding of the principles of environmental education and community engagement.	E
	An understanding of the principles of wildlife and conservation with basic ID skills.	D
Skills and Abilities	Highly competent in use of Windows/Microsoft Office-based computing skills, including word, Excel, database, email etc.	E
	Self-motivation and the ability to work independently and as a member of a wider team.	E
	Excellent administrative and organisational skills, able to balance and prioritise personal and team workloads, inclusive of managing competing priorities.	E
	Highly developed interpersonal, influencing and communication skills, including the ability to influence and motivate a wide range of stakeholders, staff at all levels, and volunteers.	E
	Strong skills using marketing tools, including social media, to promote a project.	D
Behaviours	Demonstrable evidence of openness to change, flexibility and a willingness to learn new ways of doing things	E
	Demonstrable experience of identifying, understanding and giving priority to delivering the needs of the customer and taking responsibility for providing a service that meets customers' needs.	E
	Demonstrable ability to work flexibly within a team environment and to work across functions to deliver successful outcomes, and in contributing to environments that demonstrate equality, foster trust, respect, and challenge.	E
	Willingness to share ideas, experience, and knowledge with colleagues and others.	E

Terms and Conditions: Summary for candidates

The following terms and conditions are typically offered to The Wildlife Trust BCN staff on fixed-term or permanent contracts, and are set out here for your information only. Terms and conditions may vary according to circumstances and this summary does not form part of any subsequent employment contract.

Probationary period: Six months with a review at three months. During the probation period the contract may be terminated with one week's notice.

Annual leave: 25 days annual leave and 8 bank holidays per annum (pro rata for part time staff and those working less than a year). For those staff whose normal working days fall on the days of the week that fall between 25th December and 1st January (i.e. the three non-public holiday days) when the Trust offices are closed, three additional days of paid leave are granted. These are non-pro rata and must be taken between 25th December and 1st January.

Pension: Contributory pension. The Trust contributes 8% salary. The employee will be automatically enrolled after 3 months.

Other Information: Occasional weekend and evening working may be required, for which time off in lieu can be taken.

Equality and Diversity We're wild about inclusion and want our staff to be as diverse as wildlife. As an inclusive employer we recognise that our workforce needs to better reflect the communities in which we live and work. We actively encourage applications from people of all backgrounds, identities and cultures. We believe that a diverse workforce will help us create our vision of 'people close to nature, with land and seas rich in wildlife.'

As a Conservation Charity, the Trust is committed to the ethical and sustainable sourcing of all materials used by our charity, and to ensuring we support any initiatives which improve sustainability for the benefit of us all. We are also fully committed to significantly reducing our carbon emissions. We would like to be sure that all of our colleagues and team members are equally committed in their support of these values, and practice the highest standards both at work and at home.

About The Wildlife Trust BCN

The Wildlife Trust for Bedfordshire, Cambridgeshire and Northamptonshire is a registered charity (and a company limited by guarantee), whose mission is to:

- conserve local wildlife, by caring for land ourselves and with others;
- inspire others to take action for wildlife; and
- inform people, by offering advice and sharing knowledge.

We are among the largest and most effective of 46 Wildlife Trusts across Britain and we are a major contributor to the nationwide work of the Royal Society of Wildlife Trusts. We currently

manage over 100 nature reserves, covering almost 3,945 hectares, and two education centres. Our work also includes the acquisition and application of information about biodiversity. The Trust's turnover in 2018/19 was c £5million and its capital assets more than £20 million, of which over half (£13million) is classified as heritage assets. This Trust was the first to promote the concept of Living Landscapes: large-scale conservation schemes which aim to ensure that wildlife can thrive alongside the human population across an entire landscape.

Our conservation activity is increasingly focused on these Living Landscapes, including the first to be established - the Great Fen in Huntingdonshire – as well as the Ouse Valley, the Nene Valley and the North Chilterns Chalk.

The Trust's annual report and accounts are posted on our website: <http://www.wildlifebcn.org/annualreview>

The work of the Trust for the period 2025-2030 is outlined in “Our Wildlife Trust: The next five years” which can be found at: [The next five years | Wildlife Trust for Beds Cambs & Northants](#)

To achieve the targets within this plan, the Trust is managed and directed by an Executive Board.

The Trust evolved from a group of committed volunteers, and volunteering is still central to its ethos. The working culture of the Trust encourages a professional approach, with a commitment and enthusiasm for nature and its conservation. Mutual respect and teamwork are highly prized among both staff and volunteers. In all its dealings the Trust tries to be fair but firm and in all its activities it aims to be environmentally responsible. Systems, processes and bureaucracy are kept to the necessary minimum for effective performance.

The Chief Executive reports to the Trust's Council of 15 Trustees, who are elected annually from the membership (presently standing at almost 37,000). Council and its two Committees (Conservation, Education & Community; and Resources) meet quarterly. There are 100 staff members, with main offices in Bedford, Great Cambourne, and Northampton, and over 1,000 active volunteers. The Executive Board consists of the Chief Executive and the Directors. Reporting to the Executive Board is a team of senior managers.