



Worcestershire
Wildlife Trust

Project Assistant - Neighbourhoods Nurturing Nature Job Description

Role:	Project Assistant - Neighbourhoods Nurturing Nature
Job purpose:	To assist with the delivery of the Trust's new project ' <i>Wilder Worcestershire - Neighbourhoods Nurturing Nature</i> '. The project focuses on the areas around Droitwich and Worcester connecting the River Salwarpe to the River Severn and aims to work with a diverse range of community and youth groups to improve spaces for nature. This role will focus on assisting aspects of project delivery with a particular focus on supporting events, support to groups and project administration. This project is part funded by the National Lottery Heritage Fund.
Duration:	Three-year fixed term contract
Salary:	c£23,000 per Year FTE 0.5/17.5 hours p/w
Reporting to:	Project Manager - Neighbourhoods Nurturing Nature
Staff management:	None
Other key relationships:	Head of Resources, Finance and Administration Manager, communications team, engagement team members and Honorary Officer for Resources (trustee).

About us

Worcestershire Wildlife Trust is the county's leading nature conservation charity working for nature's recovery. We own or manage over 75 nature reserves across 3,000 acres of Worcestershire. These amazing sites range from woodlands and meadows to heathlands and wetlands and are home to over 10,000 species. The Trust also provides advice to farmers and other land managers to improve how land is managed for wildlife. We also engage with schools and the public to improve the understanding of the natural world and to inspire people to take action to improve spaces for wildlife where they live. The Trust is supported by around 23,000 members, approximately one in 25 residents in Worcestershire.

The Trust was formed in 1968 and is based at Lower Smite Farm near Hindlip, Worcester.

We aim to inspire, empower and engage people from all backgrounds, cultures, identities and abilities as well as cultivate inclusive workplaces. Find out more - www.worcswildlifetrust.co.uk/wild-about-inclusion

We are one of 46 Wildlife Trusts across the UK. To find out more about the Trust and its work, please see www.worcswildlifetrust.co.uk/

Key areas of activity

The State of Nature 2023 report shows that nature is continuing to decline at an alarming rate across the UK. A significant contributor to these declines is the disconnection between people and nature. Our *Wilder Worcestershire – Neighbourhoods Nurturing Nature* project focuses on the urgent need to tackle the biodiversity crisis and reconnect communities with nature in Worcestershire. It aims to support community-led action and encourage collaboration among a diverse range of stakeholders to create a positive impact on the county's natural heritage.

Our project centres on the River Salwarpe to River Severn corridor, encompassing places like Droitwich, Fernhill Heath, Worcester, and Kempsey. This corridor features diverse natural landscapes, including rivers, canals, parks, grasslands and woodlands, hosting vital habitats and species. It is rich in opportunities to support and encourage local communities to take action for nature.

Our project involves close collaboration with various community groups, local organisations, local authorities and other key stakeholders. We plan to engage a diverse range of people in these communities, with a particular focus on young people (ages 13-25), marginalised communities and nature enthusiasts.

Role specification

a) Assist with the delivery of advice and support to community and youth groups

- Assist the project team to deliver advice and support to community and youth groups in the targeted project area including:
 - Support enquiries – track and respond to enquiries for advice and support through an agreed process
 - Assist with the delivery of face-to-face advice to groups through an agreed process
 - Support the project team with assisting community and youth groups in implementing habitat improvements

- Assist the project team to update and improve project resources for use by community and youth groups.

b) Assist with the delivery of a range of project events

- Assist the project team with organising and running a range of events as set out in the project plan, activity plan and general funding application including:
 - Project launch, annual project events and end of project celebration
 - Community listening events
 - Training events for groups and volunteers
 - Networking events for groups and individuals taking action for nature
 - Attendance at relevant public events in the priority areas
- Comply with the project risk assessment and all health and safety requirements.
- Assist with keeping records of event attendance and feedback from events.

c) Assist with project monitoring, evaluation and reporting

- Assist the project team and external evaluation partner to ensure the project monitoring and evaluation requirements are being met by keeping suitable project records (e.g. feedback forms, event attendance records).
- Assist the project team with reporting to the National Lottery Heritage Fund and internally within the Trust, which will include providing project records including photos.

d) Assist with project communications

- Assist the project team and Communications Lead to provide regular content to promote the project (e.g. photos of an event or community group) via Trust communications channels including social media.
- Assist project colleagues to contribute and co-ordinate regular project blogs.
- Assist the project team to work with community and youth groups to encourage them to share their stories through films (professional and via project team), examples online, and through the networking events.

e) Contribute to the overall work of the Trust

- Attend and contribute to staff team meetings, trustee meetings and others as required.
- Assist with, attend and support Trust events, activities etc as required that are relevant to project objectives.

- To carry out all other such duties and may from time to time be determined by the Project Manager, Project Officer, Engagement Team Leader or Head of Resources.
- Deputise for Project Officer where appropriate.

f) Legal

- Manage work and project volunteers to ensure that all legal (including Health and Safety, safeguarding, risk assessments and data protection) and contractual obligations are fully met, working with other staff where appropriate.

Post-holder specification

This is an entry level role that is suitable for anyone irrespective of their previous employment experience or qualifications who is looking to begin a career in nature conservation. We hope to find someone who is interested in the role and enthusiastic about what it is aiming to achieve. Lived experienced of the communities and youth organisations we hope to reach would be beneficial. Training and support will be provided.

Area A Experience:

No previous experience is necessary to apply for the role. We are interested to know more about you and your work and life experience.

You will be supported to develop experience of projects and project delivery, running events, managing enquiries by phone, email and in person and understanding both nature conservation and working with community and youth groups.

Area B Knowledge:

No previous knowledge is necessary to apply for the role.

You will be supported to develop experience of:

- Community engagement and youth engagement approaches.
- Nature improvements communities can make (e.g. creating wildflower patches, pond restoration, tree planting, leaving areas wild, hedgerow management)
- Understanding of local wildlife (e.g. garden birds).
- Activity planning (e.g. events).
- Health and safety including risk assessments and safeguarding issues.

Area C Skills:

- Ability to work co-operatively with a range of people.
- Good organisational and planning abilities.

- Ability to organise and prioritise work effectively to deadlines.
- Good working knowledge of the Microsoft Office suite of tools, word processing, spreadsheets, and databases.
- Accurate record keeping.

Area D Personal Qualities:

- Personal enthusiasm for nature.
- Creativity and initiative.
- Self-motivated.
- Commitment to equality, diversity and inclusion.



March 2024