



Job Description

Engagement Officer – Green Farm

Role:	Engagement Officer – Green Farm
Job purpose:	To deliver the engagement elements of the Trust’s land acquisition and restoration project at Green Farm. This involves engaging with the local community to support the Trust in this work and encouraging people to take action for wildlife themselves. Green Farm lies adjacent to Monkwood nature reserve.
Duration:	Fixed term 12 month contract (21hrs p/w 0.6FTE)
Salary:	£24,000 per annum FTE (£14,400 for 0.6 FTE)
Reporting to:	Engagement Team Leader
Staff management:	None
Other key relationships:	Senior Fundraising Officer, Head of Resources, Reserves Officer – West, Reserves Team Leader, Head of Conservation, Communications Lead, Director, other staff and local volunteers.

Background

Monkwood nature reserve is a semi-ancient woodland owned by Worcestershire Wildlife Trust and managed in partnership with Butterfly Conservation, with whom we co-own the adjacent Little Monkwood. The site is significantly important for butterflies, woodland birds, fungi and dormice amongst other species. Monkwood is to the north of Worcester in the parish of Grimley.

The Trust has been successful in fundraising to expand, connect and protect Monkwood for the first time in over 300 years through purchasing land to the immediate west of Monkwood at Green Farm. The area managed as a nature reserve is expanding to over 200 acres, providing wonderful, improved habitats across a range of meadows, wooded areas and hedgerows.

The Engagement Officer for Green Farm will be responsible for the successful delivery of community engagement elements of the project, predominantly working alongside colleagues in the reserves and engagement teams at the Trust. This will involve work on the Green Farm and Monkwood nature reserves

sites as well as work in and with the local community. The project is made possible due to funding from the National Lottery Heritage Fund, Severn Waste Services, The Banister Charitable Trust, L G Harris Charitable Trust, 3DTotal.com and generous private donations from many of our members and supporters.

Community engagement is an essential part of the Trust's work. We recognise that to give nature the best chance of recovering and flourishing in Worcestershire, the support of communities across the county to take action is vital. This can be on their local patch as well as conservation work on our nature reserves. The project will enable us to create vital new habitats on our new nature reserve and connect in a meaningful way with the people who live or work in the surrounding area.

The Engagement Officer will work with colleagues to deliver a range of community engagement activities, both on site and within the local community, working with local schools and colleges, groups such as Wildgoose Rural Training CIC, and other community organisations. They will also work with stakeholders and colleagues to establish new nature trails and improve the accessibility of this wonderful site. The Engagement Officer will work closely alongside Reserves Officer responsible for the site, who will be leading on the planned conservation work, which includes tree planting with the local community.

Role specification

a) Project management

- Manage delivery of the engagement work plan as set out in the overall project plan.
- Manage the monitoring of the community engagement elements of the project.
- Work with the Senior Fundraising Officer and Engagement Team Leader to put together information for reporting to the National Lottery Heritage Fund.
- Work with the communications team to publicise the project and share regular updates via Trust communication channels.
- Co-ordinate evaluation of events and activities, compile annual evaluation information and co-ordinate and deliver final year evaluation with colleagues.

b) Project delivery – Community engagement

- Continue to oversee the delivery of the community engagement workplan as set out in the project plan.

- Work with the Reserves Officer - West, the Engagement Team Leader and other relevant staff to organise events and activities across Monkwood, Green Farm and the surrounding area.
- Scope, develop and facilitate work within the identified communities and groups.
- Encourage and empower communities relevant to the project to take action for wildlife where they are.
- Work with the Communications Lead and other Trust staff to co-ordinate the design and installation of interpretation around the trail.
- Work with community organisations (Wildgoose Rural Training CIC, local schools, faith and community groups) to deliver events and activities.
- Organise an annual community event in the nature reserve.
- Support wildlife monitoring and surveying activities on the sites, working alongside the Reserves Officer for the sites.

c) Legal Obligations

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

d) Contribute to the overall work of the Trust

- Attend and contribute to meetings of Council, Resources Team and others as required.
- Deputise for the Engagement Team Leader as required.
- Assist with, attend and support Trust events, activities etc as required.

Person specification

Skills:

- Able to organise and plan work effectively
- Able to work co-operatively as part of a team
- Able to work independently and lead when required
- Excellent verbal and written communication skills
- Computer literate inc. word processing, spreadsheet and database skills
- Clean driving licence

Experience:

- Experience of delivering relevant projects
- Timely reporting to funders
- Managing project budgets
- Managing and reviewing project activity
- Project planning techniques
- Building partnerships and effective partnership working
- Working with local communities
- Delivery of educational and/or engagement activities with a wide variety of groups
- Planning, producing and developing activity sessions
- Successful team working
- Production or design of educational resources
- Working with volunteers
- Working with the media

Knowledge:

- Community engagement and consultation techniques
- Basic familiarity with conservation issues in Worcestershire and ideally those relating to woodlands and grasslands.
- Health & Safety requirements and implementation

Personal Qualities:

- Well organised and methodical
- Flexible and able to respond to changing circumstances and demands
- Personal enthusiasm for the Trust's aims
- Creativity and initiative
- Confidence in dealing with people and groups of people

April 2024