



Project Officer – Saving Worcestershire’s Heathlands

Overall job purpose	To support the delivery of the Saving Worcestershire’s Heathlands project.
Place of work	Worcestershire Wildlife Trust, Lower Smite Farm, Hindlip, WR3 8SZ. Hybrid working available with up to 40% working from home when appropriate
Hours	Part time - 21 hours per week, working 9am – 5pm for three days per week with some evening and weekend work as required.
Contract Type	Fixed term – until 31 st January 2027
Salary	£15,900 (FTE £26,500)
Responsible to	Engagement Team Leader
Key relationships (internal)	Head of Fundraising and Engagement, Reserves Officer – North, Reserves Team Leader, Head of Conservation, Communications Lead, CEO, other staff and local volunteers
Responsible for	No direct line management responsibility but will need to support volunteers involved with the project

About Us

We are Worcestershire’s leading nature conservation charity, committed to protecting wildlife and the natural environment. We are supported by over 21,000 individual members. Our 40 staff are supported by our 500 volunteers who are vital to the delivery of our work. We manage 75+ nature reserves across the county, covering 12.5 square kilometres of land, and provide land management advice across around a quarter of the county. We also work to inspire people to take action for nature and this includes work with schools and young people, communities and local businesses.

Our three goals set out in our strategy to 2030 are:

- Nature in recovery: 30% of land for nature by 2030
- Action for nature: one in four taking action for nature by 2030
- Sustaining our future: more diversity, more funding and carbon zero by 2030

We are one of 46 independent Wildlife Trusts operating across the UK.

We’re **Wild About Inclusion**. To us, this means inspiring, empowering and engaging people from all backgrounds, cultures, identities and abilities to change the natural world for the better. It also means cultivating inclusive workspaces that are free from discrimination, where differences are valued and everyone can be themselves and flourish, just like nature! As a Disability Confident Committed employer, we actively welcome applications from disabled candidates. Applicants who meet the minimum requirements and choose to apply under the scheme will be offered an interview.

Project background

Saving Worcestershire's Heathlands is an exciting, major habitat restoration project supported by the National Lottery Heritage Fund and other funders. In 2021, Worcestershire Wildlife Trust purchased 38 hectares of land at Dropping Well Farm near Kidderminster. The land is directly connected to other Worcestershire Wildlife Trust and Wyre Forest District Council heathland sites; its restoration, which started in February 2022, is leading to the creation of the county's largest area of rare heathland habitat. Lowland heathland is home to many important wildlife species but remains the UK's most threatened habitat.

The heathland area is surrounded by urban communities in Kidderminster, Bewdley and Stourport. The project involves the delivery of a programme of community engagement activities working with schools, colleges, volunteers and community organisations to improve understanding of heathland and create a sense of ownership of this nationally important wildlife habitat.

The Project Officer is part of a small team of two responsible for delivering the project, working closely with colleagues across the Trust's reserves and engagement teams.

Role specification

Activity plan delivery

- Work as part of a team to deliver the engagement activity plan
- Work with the Engagement Team Leader to prepare information for reporting to the National Lottery Heritage Fund
- Work with the Communications Lead to publicise the project

Project delivery

- Work with the Reserves Officer (North), the Engagement Team Leader and other relevant staff to organise and deliver practical events and activities across the heathland
- Help create and manage partnerships with local organisations, including schools and colleges
- Support the delivery of community based events promoting heathlands and Worcestershire Wildlife Trust
- Lead habitat-based practical and educational sessions with schools and colleges
- Work with community organisations (including Kidderminster and District Youth Trust, schools & colleges) to deliver practical sessions on the nature reserves
- Co-ordinate and plan volunteer training on the nature reserves
- Support the delivery of wider community nature-based courses

Legal obligations

- Manage activities and volunteers to ensure all legal, health and safety, data protection and contractual obligations are met, working with other staff where appropriate

Contribute to the overall work of the Trust

- Attend and contribute to Council, fundraising and engagement team meetings and others as required
- Deputise for the Engagement Team Leader when required

- Assist with, attend and support Trust events and activities as needed

Person specification

Skills:

- Strong organisational and planning skills
- Ability to work co-operatively as part of a team
- Ability to work independently and take the lead when required
- Excellent verbal and written communication skills
- Computer literate, including word processing, spreadsheets and databases
- Full, clean driving licence

Experience:

- Delivering projects
- Timely reporting to funders
- Developing funded projects
- 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 range 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 heathlands
- Health and 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
- Creative and proactive
- Confident working with people and groups

What we offer:

We offer a supportive, friendly and purpose driven working environment where your contribution genuinely makes a difference for wildlife and local communities. As part of Worcestershire Wildlife Trust, you'll benefit from:

- A generous annual leave allowance of 6.6 weeks including bank holidays
- A holiday purchase scheme
- A contributory pension scheme with 4 % employee / 8% employer contributions
- Flexible and hybrid working options, where possible

- Enhanced Parental Leave policies
- Group Life Assurance at 3x annual salary
- Employee Assistance Programme
- Annual volunteering days
- Savings and discount hubs

December 2025