



JOB DESCRIPTION

IDENTIFICATION OF POST

Job Title: My Wild City Project Officer

Responsible to: Senior Project Manager

Responsible for: Placements and Volunteers

PURPOSE OF POST

You will develop and deliver a programme of engagement to raise the profile of nature in Manchester to galvanise and generate activity amongst the public, partners and other stakeholders. This role is extremely important and will play a major role in delivering our ambition to address the disconnect between people and wildlife in Manchester and other urban settings throughout the UK and contribute to Manchester being seen as a world class city. To help achieve this ambition you will play a key role in the development of a new 10 year biodiversity strategy for Manchester, supported by senior staff and conservation officers within the Trust and Manchester City Council.

To help us achieve this ambition you will connect and engage with people, partners and stakeholders about wildlife through events, workshops, conferences, volunteering opportunities and other face to face activity. Through this engagement work you will promote the work of the Trust, Manchester City Council, partners and Esmee Fairburn Foundation.

You will work closely with the Trusts Senior Project Manager, Communications Officer - My Wild City, as well as the Senior Policy Officer at Manchester City Council.

MAIN RESPONSIBILITIES

Engaging with stakeholders

- To help organise, support and lead consultation sessions, workshops and review meetings with project partners and key stakeholders.
- To engage and influence strategic partners, decision-makers and funders to engage and support the delivery of the project and raise the importance of nature in Manchester.
- Maintain strong and productive relationships with existing and new partners to grow the delivery of work across Manchester to engage people with nature and enhance key wildlife sites.

Inspiring and involving the public

- To support the communications officer with campaigning activity to stimulate a conversation and debate about wildlife in Manchester amongst the public, partners and identified stakeholders.
- To work with the communications officer and other Trust / partner staff to plan, co-ordinate and deliver a series of events and workshops to engage a broad spectrum of the public in a conversation about wildlife in Manchester.
- To recruit, train and support local people to volunteer on the project in a range of roles including ecological surveying, practical management activities and supporting / leading community engagement events.

- To plan, promote and lead practical conservation, access improvements and interpretation improvements at key wildlife sites in Manchester with local volunteers and or local community groups in a supervisory capacity.

Project planning, monitoring and management

- To play a key role in the analysis of consultation data and other relevant information to support the development of a new biodiversity strategy and action plan for the City, alongside Senior staff from Lancashire Wildlife Trust and Manchester City Council.
- To report on the progress of the project, both written and orally, to MCC and the Manchester GI group as appropriate, Esmee Fairburn Foundation and other external organisations and community groups.
- To support the Senior Project Manager to secure funding for work to improve areas of the natural environment in Manchester for wildlife as guided by the new biodiversity action plan
- To work towards, monitor and evaluate the success of the project against milestones and KPIs agreed with the Senior Project Manager and MCC Policy Officer.
- To co-ordinate planning and resourcing of activity and engagement on the project including management of budgets, supported by the Senior Project Manager and Communications Officer.

This job description serves to illustrate the type and scope of the duties currently required for the above post and to provide an indication of the required level of responsibility. It is not a comprehensive or exclusive list and duties may be varied from time to time, they will not however change the general character of the job or the level of responsibility entailed.

JOB SPECIFICATION

This is challenging role, which needs committed energy, initiative and drive. It will require team working both within the Trust and with staff from Manchester City Council. You will need high levels of confidence and the ability to take the lead on projects. A determined yet friendly, professional and resourceful approach will be required, whilst dealing with a wide range of people and situations.

The role will include:

- Regular liaison with a range of contacts. These include employees and officers of the Wildlife Trust, Manchester City Council, partners, media contacts and members of the public.
- Monitoring of performance against targets.
- Travel throughout Manchester and occasionally beyond. A current driving license, a car and full insurance cover for personal and business use will be a distinct advantage.
- In order for the Trust to work effectively you may be required to assist with other areas of work and therefore, you should be prepared to undertake other duties appropriate to the post, as delegated by your line manager.

PERSON SPECIFICATION

JOB TITLE: My Wild City Project Officer

This section details the experience, skills, knowledge and personal qualities required for the post.

Experience and knowledge	Essential	Desirable
Proven experience of community development and biodiversity related work within urban settings	√	
Good level of education, ideally with a formal qualification in an environmental and or community development discipline.	√	

Experience of engaging and working with a diverse mix of communities and individuals	√	
Experience of building relationships and working closely with partners to deliver agreed objectives	√	
Working with volunteers, including recruitment, supervision, leadership, training and empowering	√	
Involvement in ecological surveying – planning, undertaking and reporting		√
Proven track record of implementing monitoring and evaluation techniques and producing reports, presentations and or case studies	√	
Community consultation and involvement techniques	√	
Experience of administrative duties including budget management	√	
Good knowledge of urban biodiversity		√
Skills		
Excellent communication and interpersonal skills	√	
Able to develop working relationships with a wide range of people	√	
Proven ability to think creatively and innovatively with a strong sense of accountability and ownership	√	
Practical conservation skills		√
Ability to inspire, motivate and enthuse a wide range of people about wildlife	√	
Ability to set, prioritise and achieve targets on time	√	
Team working, leadership and delegation skills	√	
Personal qualities		
Commitment and enthusiasm to the Trust and its work	√	
A self-starter, goal achiever and adaptable	√	
A positive attitude, professional approach and strong work ethic	√	
Excellent networking skills and the ability to build rapport quickly	√	

GENERAL TERMS AND CONDITIONS

Salary: £18,100.04 per annum (FTE £22,625.05)

Duration of post: This post will be offered on a 4 year fixed term basis. All new employees undertake a probationary period of 6 months; in which time they are expected to demonstrate their suitability for the post.

Pension: The Trust contributes to the NEST pension's scheme. Full details will be provided.

Hours of Work: Part time – 30 hours per week. Overtime is not paid but time off in lieu may be taken, where appropriate, as the post may involve some evening or weekend working.

Holidays:	25 days plus 3 occasional days per annum pro rata
Trust Policy and procedures	All staff are required to abide by organisational policies and procedures.
Place of work:	The role will be based at two locations: Environmental Resource Centre, 499 – 511 Bury Road, Bolton, BL2 6DH, and Manchester City Council, Town Hall, Albert Square, Manchester, M60 2LA
Other:	The Wildlife Trust operates a no smoking policy at all its offices and is an equal opportunities employer and is positive about those individuals covered by the Equality Act 2010.
Closing Date for Applications:	Midnight 31 st October 2018
Proposed Interview:	Week commencing 5 th November 2018

Criteria Common to All Job Descriptions:

A Job Description sets out the purpose of the job, where it fits into the Trust's structure, the context within which the job holder functions and the principal accountabilities of job holders, or the main tasks they have to carry out. It is not a definitive work plan. This document is intended to provide guidance on the scope and function of the job.

Equal Opportunities Statement:

All employees are required to adhere to and promote the principles and operation of the Trust's policies on equalities, to ensure that services provided are relevant to ethnically diverse communities and other disadvantaged groups in the area.

Health and Safety Statement:

All employees are required to ensure that all duties and responsibilities are discharged in accordance with the Trust's Health and Safety at Work Policy and the Health and Safety File. They should take reasonable care for their own Health and Safety and that of others who may be affected by what they do or do not do. Staff should correctly use work items provided by the Trust including personal protective equipment in accordance with training or insurance. All members of Trust staff are responsible for informing their line managers of any potential gaps in the current Trust Policy. All employees are responsible for ensuring that Health and Safety Policy is up to date and continuously reviewed and evaluated.

Performance Review:

All employees will participate in the Trust's Performance Review process. The process aims to ensure that performance standards/targets are jointly agreed between employees and line managers and are achieved within agreed time scales. Failure to maintain an appropriate standard indicated by management can result in Capability proceedings being taken.

Commensurate Statement:

At times, the Post holder will be required to undertake other duties and responsibilities of a similar level and nature in order to support workload peaks and resources and skill shortages, ensuring priorities are met. This will be sensitive to available resources and individual skills and will generally be within the same area.

Adherence to Staff Handbook, Policies and Procedures:

The Trust is a large, diverse charitable organisation and as such needs to ensure that all employees are aware of their obligations to and from the organisation. These are clearly defined in the Staff handbook, the Intranet and in the policies and procedures adopted by Council as part of the Trust's governance. All Employees have an obligation to read and understand these policies, especially those that are pertinent to this role.