

JOB DESCRIPTION



Lancashire,
Manchester &
N Merseyside

IDENTIFICATION OF POST

Post Title:	Engagement Officer
Responsible To:	Senior Project Manager
Responsible For:	Volunteers and members of the public

PURPOSE OF POST

This post is extremely important and will play a major role in delivering our ambition to create a thriving natural environment attraction at Moss Bank Park in Bolton.

The HIVE hosts a broad and exciting range of engagement opportunities for children, adults and families; as well as schools, community groups and other organisations. These opportunities are hosted across the week with a growing demand for a strong weekend offer.

You will play a major role within our team to deliver strands of our engagement services to help increase people's connection with nature, the outdoors and the Trust. Fundamentally, you will play a pivotal role in ensuring the people engaging with our services have a fantastic experience and return for future visits.

You will work closely with the Trusts Development Manager and existing project officers. This post will come with training for the delivery of our sessions and workshops.

1. MAIN RESPONSIBILITIES

1. To plan, lead and deliver a range of charged engagement activities at the HIVE such as family workshops, holiday clubs, activity trails and nature tots.
2. To lead in the preparation, delivery and evaluation of WILD parties at the HIVE (bushcraft, creative play, nature trails, etc)
3. To help identify, develop / purchase and maintain equipment required for the running of our broad engagement services.
4. To assist with the recruitment, training and support of volunteers involved in our engagement programmes at the HIVE.
5. To support and deliver promotion and publicity for our charged services at the HIVE.
6. To support the Development Manager and other team members to co-ordinate the delivery of our broad programme, ensuring no conflicts arise and the public have a high quality experience.
7. To support the team to improve existing engagement services and develop new engagement programmes to grow visitor numbers at the site and enhance the offer.
8. To follow Trust guidelines for the health, safety and welfare of children, adults and

volunteers visiting Lancashire Wildlife Trust.

9. To undertake any other duties as may occasionally be required by the management.

PERSON SPECIFICATION

JOB TITLE: Engagement Officer

This is a challenging but extremely rewarding role, which needs committed energy, initiative and drive. You will be enthusiastic and passionate about working with a wide range of audiences in an outdoor setting. The ability to connect and inspire with people is key.

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

Experience	Essential	Desirable
Working with children and young people in an outdoor setting	✓	
Leading events, activities and workshops independently in an outdoor setting	✓	
Recruiting and supporting volunteers to assist with engagement sessions	✓	
Knowledge	Essential	Desirable
Knowledge of health and safety issues	✓	
Qualification in a related subject		✓
Skills	Essential	Desirable
Excellent communication skills, with an ability to immediately connect and engage audiences (particularly children) in a session	✓	
Land-based skills, such as bushcraft		✓
Ability to work within a team	✓	
Ability to work under the pressure of a daily visits timetable	✓	
Good general IT skills	✓	
A full UK driving licence with access to vehicle with full business insurance cover		✓
Personal Qualities	Essential	Desirable
Commitment and enthusiasm for nature conservation	✓	
Passionate about engaging people in the outdoors	✓	
High levels of confidence	✓	

GENERAL TERMS AND CONDITIONS

Salary: £22,625 per annum (pro rata)

Pension: The Trust contributes to the NEST pension Scheme. Full details will be provided.

DBS Disclosure As this post involves contact with young children or vulnerable adults, the successful applicant will be asked to undertake a criminal records check before commencing employment ('Enhanced Disclosure' in England and

Wales).

- Hours of Work:** Part-time – 10 hours per week (weekend focused). Overtime is not paid but time off in lieu may be taken, where appropriate.
- Duration of post:** 12 months (extension subject to performance / budget)
- Holidays:** 25 days plus 3 occasional days per annum pro rata
- Place of work:** The HIVE at Moss Bank Park, Bolton, BL1 6NB
- Closing Date for Applications:** **Sunday 24th March 2019**
- Other:** The Wildlife Trust operates a no smoking policy at all its offices. The Wildlife Trust is an equal opportunities employer and is positive about those covered by the Equality Act 2010.

Due to the high cost of postage and our Trust policy to be environmentally friendly, we do not send acknowledgements for applications or letters to unsuccessful applicants. If you have not heard from the Trust within three weeks of the closing date, please assume your application has been unsuccessful.

Thank you for your interest in working for the Wildlife Trust for Lancashire, Manchester and North Merseyside. We look forward to receiving your application.

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.