



## **Job Description**

<b>Job Title:</b>	Community Engagement Officer (Wilder Luton)
<b>Location:</b>	Various locations in Luton and Bedfordshire with primary office space at Bushmead Community Hub, Hancock Drive, Luton, LU2 7SF
<b>Accountable to:</b>	Communities and Education Manager (Beds)
<b>Salary:</b>	£26,634 per annum
<b>Hours:</b>	37.5 hrs per week (Full time), Fixed term for 3 years from September 2024
<b>Transport:</b>	You will be required to provide your own car for business purposes although Trust vehicles will be available for certain activities. You will be reimbursed for business-related mileage (currently 45p per mile for cars over 1000cc)

### **Employment subject to:**

- 6 month probationary period;
- evidence of right to work in the UK.
- satisfactory enhanced DBS check

## **Community Engagement Officer (Wilder Luton)**

### **Main Purpose**

The Community Engagement Officer (Wilder Luton) will report to the Communities and Education Manager (Beds) and will lead in the delivery of the community engagement programme for the Wilder Luton project, running from September 2024 to September 2027, funded by the National Lottery Heritage Fund.

The programme includes developing and delivering an inspiring range of engagement activities, particularly aimed at children, young people and other audiences who do not have easy access to nature.

The project will include hosting paid traineeships for young people and underrepresented audiences, and shorter practical activities run in partnership with schools, housing associations and other organisations that share our aim to improve the local natural heritage. The aim is to improve participants' wellbeing and help to create a path to careers or further training in conservation and other land-based industries.

In addition to practical sessions the new officer will work with the rest of the Community and Education team to reach a wider audience in central Luton via community events, a town-centre drop in space, new digital resources, and social media content.

Approximately 1 day per week will be devoted to our core objective of engaging a wider audience across the county.



<p><b>Main Objectives</b></p> <ul style="list-style-type: none"> <li>• Increase the awareness of, and access to, nature in Luton – specifically amongst young people and other audiences who do not currently benefit from the positive effects of nature.</li> <li>• Work with local partners such as Luton Borough Council, the Youth Network, schools and Mary Seacole Housing.</li> <li>• Assist the Communities and Education manager in delivering high-quality traineeships – aimed at upskilling young people and underrepresented groups who may not ordinarily have the opportunity in practical habitat work, marketing and media and outdoor education.</li> <li>• Deliver and co-ordinate, with contractors, WTBCN staff and external partners, high quality training sessions aimed at young people and those long-term unemployed to engage with Luton’s natural heritage and learn specific skills in monitoring, conservation, heritage crafts and bushcraft.</li> <li>• Continually evaluate the progress of the project and report/update on a regular basis.</li> <li>• Contribute to the development and implementation of Wilder Luton digital outputs working with the project team and Communications colleagues as needed.</li> <li>• Work closely with the Communities &amp; Education Manager and the wider Communities and Education team to deliver a programme of engaging events and activities that showcase Luton’s Natural Heritage, improve well-being and provide educational experiences.</li> </ul>
<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Ensure that Wilder Luton is delivered over the life of the project to a high standard, instilling the aims of the project into all activities and events.</li> <li>• Ensure high quality planning, promotion, delivery and evaluation of all sessions.</li> <li>• Develop social media content, blogs, news etc, to feed into the project outcomes.</li> <li>• Liaise effectively and professionally with project partners, youth groups, secondary schools and community groups.</li> <li>• Maintain records and information systems, with due regard for safeguarding, data protection and confidentiality.</li> </ul>
<p><b>Staff and volunteers</b></p> <ul style="list-style-type: none"> <li>• Help to lead and coordinate Communities &amp; Education casual staff and volunteers to help deliver a variety of high-quality engagement and training activities.</li> <li>• Work closely with members of the Communities &amp; Education team to complement the existing delivery in Luton and wider Bedfordshire.</li> </ul>
<p><b>Finances and funding</b></p> <ul style="list-style-type: none"> <li>• Monitor and assist with managing the Wilder Luton budget including associated reporting internally and to the funding body.</li> <li>• Help to identify other funding opportunities for the Trust’s work, including attracting new membership.</li> </ul>
<p><b>Partnerships and stakeholders</b></p> <ul style="list-style-type: none"> <li>• Develop and maintain strong working relationships with project partners and other local organisations including schools, community groups and businesses, to enhance nature conservation and develop opportunities for all people to get involved.</li> </ul>
<p><b>Communication and promotion</b></p> <ul style="list-style-type: none"> <li>• Work with the Communications Team, to effectively promote the Wilder Luton Project using the website, social media and through exploring other platforms and opportunities.</li> </ul>



<ul style="list-style-type: none"> <li>• Assist in producing quarterly reports, for inclusion within the Head of Communities and Education reports to the Trust’s Council of Management.</li> </ul>
<ul style="list-style-type: none"> <li>• Present a positive and welcoming image of the Trust to everyone</li> </ul>
<ul style="list-style-type: none"> <li>• Help recruit new Wildlife Trust members and supporters in the course of your day-to-day activities and by assisting those with direct recruitment responsibilities.</li> </ul>
<b>Health and safety and EDI</b>
<ul style="list-style-type: none"> <li>• Fulfil all relevant Health and Safety and Child/Vulnerable Adult Protection requirements and obtain a satisfactory enhanced DBS check.</li> </ul>
<ul style="list-style-type: none"> <li>• Be aware of the Trust’s equal opportunities policy and actively engage with it, while offering insight into the Trust’s continuing work towards improving diversity and inclusion.</li> </ul>
<ul style="list-style-type: none"> <li>• Produce risk assessments and any additional H&amp;S requirements as required.</li> </ul>
<ul style="list-style-type: none"> <li>• Complete First Aid training where needed and ensure that this is kept up to date.</li> </ul>
<b>Other duties</b>
<ul style="list-style-type: none"> <li>• Contribute to general Trust working and any other duties as directed by line managers.</li> </ul>
<ul style="list-style-type: none"> <li>• Undertake training as the need arises.</li> </ul>
<ul style="list-style-type: none"> <li>• Go about duties in a resource-efficient way and minimise impacts to the environment.</li> </ul>
<ul style="list-style-type: none"> <li>• Actively follow Trust policies including Equal Opportunities policies</li> </ul>
<ul style="list-style-type: none"> <li>• Maintain an awareness and observation of Fire and Health &amp; Safety Regulations.</li> </ul>

**Notes:**

1. As duties and responsibilities change, this job description will be reviewed and amended in consultation with the post-holder.
2. This job description does not constitute a ‘term and condition of employment’. It is provided only as a guide to assist the employee in the performance of their job. The job description is not intended to be an inflexible or infinite list of tasks and may be varied from time to time after consultation / discussion with the post holder.
3. This job description does not form part of the contract of employment.

Member recruitment provides the Trust with our largest source of regular income. Members are essential for us to deliver our vision to protect and preserve our wild spaces so that wildlife can thrive and we all have wild spaces to enjoy. Although we have a great recruitment team...we need you! Everyone working at the Trust can help. You may be the first person from the Wildlife Trust that a potential supporter speaks to. Every member of staff should take pride in the work we do and be our voice, promoting the importance of being a member of our Trust and recruiting new members wherever they can.



## Community Engagement Officer – Person Specification

E= Essential; D=Desirable

<b>Requirements</b>		
<b>Experience and Qualifications</b>	Experience of working with children and young people, including within the 11-24yr age range, including those facing emotional, learning and behavioural difficulties.	E
	Experience of delivering at least two of the following: Forest School sessions, bushcraft, nature-based events/education, practical conservation or gardening/landscaping	E
	Hold a current driving licence and be able to use own vehicle for work purposes on occasion.	E
	Experience of leading others in practical work or training	E
	Experience of developing and coordinating practical training sessions	D
	Experience of delivering events to engage with local communities.	D
	Experience of budget management, financial monitoring, developing new income streams and reporting.	D
	Forest School training – level 1, 2 or 3	D
<b>Knowledge</b>	Good understanding of the wider implications of Health and Safety, Child Protection and Safeguarding issues.	E
	Good understanding of the principles of environmental education and community engagement.	D
<b>Skills and Abilities</b>	Competent in the use of Windows/Microsoft Office-based computing skills.	E
	Excellent administrative and organisational skills, able to balance and prioritise workload inclusive of managing competing priorities.	E
	Excellent communication skills, able to nurture existing partnerships and develop new relationships with like-minded organisations.	E
	Demonstrable ability to consistently deliver programmes and projects to time, cost, and high standards	D
	Ability to use marketing tools, including social media, to promote a project.	D
<b>Behaviours</b>	Willingness to share ideas, experience, and knowledge with colleagues and others.	E
	Demonstrable evidence of openness to change, flexibility and a willingness to learn new ways of doing things	E



	Demonstrable ability to work flexibly within a team environment, and independently, to deliver successful outcomes and contribute to an environment that demonstrates equality, fosters trust, respect, and challenge.	E
	Demonstrable experience of identifying, understanding and giving priority to delivering the needs of the customer and taking responsibility for providing a service that meets customers' needs.	E

**Terms and Conditions: Summary for candidates**

The following terms and conditions are typically offered to The Wildlife Trust BCN staff on fixed-term or permanent contracts and are set out here for your information only. Terms and conditions may vary according to circumstances and this summary does not form part of any subsequent employment contract.

**Probationary period:** Six months with a review at three months. During the probation period the contract may be terminated with one week's notice.

**Annual leave:** 25 days annual leave and 8 bank holidays per annum (pro rata for part time staff and those working less than a year). For those staff whose normal working days fall on the days of the week that fall between 25<sup>th</sup> December and 1<sup>st</sup> January (i.e. the three non-public holiday days) when the Trust offices are closed, three additional days of paid leave are granted. These are non-pro rata and must be taken between 25<sup>th</sup> December and 1<sup>st</sup> January.

**Pension:** Contributory pension. The Trust contributes 8% salary. The employee will be automatically enrolled after 3 months.

**Other Information:** Occasional weekend and evening working may be required, for which time off in lieu can be taken.

**Equality and Diversity** We're wild about inclusion and want our staff to be as diverse as wildlife. As an inclusive employer we recognise that our workforce needs to better reflect the communities in which we live and work. We actively encourage applications from people of all backgrounds, identities and cultures. We believe that a diverse workforce will help us create our vision of "people close to nature, with land and seas rich in wildlife."

As a Conservation Charity, the Trust is committed to the ethical and sustainable sourcing of all materials used by our charity, and to ensuring we support any initiatives which improve sustainability for the benefit of us all. We are also fully committed to significantly



reducing our carbon emissions. We would like to be sure that all of our colleagues and team members are equally committed in their support of these values and practice the highest standards both at work and at home.

### **Wilder Luton Project**

Wilder Luton is a 3-year project funded by the National Lottery Heritage Fund to highlight Luton's rare and beautiful natural heritage and to inspire people to help conserve it. It will focus on empowering young people and the wider community to explore new avenues into the conservation and environmental sector, connecting them with their local landscape.

The project's primary aims are to:

- Provide nature and wildlife-related training opportunities to underrepresented groups, including those not in education and training, the long-term unemployed and young people aged 11-24.
- Connect more people to their local landscape, remove barriers and improve wellbeing.
- Inspire children to grow up with a better understanding of their local landscape, inspiring them to take positive action for the natural world.

### **Communities and Education Team**

The Trust engages with people in many different ways. Formal education is provided to children and young adults and we engage with people of all ages in an informal manner on nature reserves and within local communities. All Trust staff and key volunteers need to recognise their role in encouraging people to take action for the natural world and support the work of the Wildlife Trust.

The Communities and Education teamwork from a number of education and visitor centres where education and community engagement is delivered:

1. Paxton Pits Environmental Education Centre
2. Ramsey Heights Countryside Centre
3. Rushden Lakes Visitor Centre

Community engagement is also provided from these sites, as well as from the other Trust offices and nature reserves. The Trust is well-regarded by service users and this is particularly because of the quality of staff providing our education programmes.

The Trust undertakes community engagement and education work in order to create benefits for wildlife by instilling an interest in the natural world and influencing people to take action that will promote nature conservation. This in turn might lead to children and school groups making space for wildlife in their school grounds or gardens, families visiting nature reserves and people becoming Trust members and volunteers or working in the environmental sector.



## **About The Wildlife Trust BCN**

The Wildlife Trust for Bedfordshire, Cambridgeshire and Northamptonshire is a registered charity (and a company limited by guarantee), whose mission is to:

conserve local wildlife, by caring for land ourselves and with others;  
inspire others to take action for wildlife; and  
inform people, by offering advice and sharing knowledge.

We are among the largest and most effective of 46 Wildlife Trusts across Britain and we are a major contributor to the nationwide work of the Royal Society of Wildlife Trusts. We currently manage over 100 nature reserves, covering almost 3,945 hectares, and two education centres. Our work also includes the acquisition and application of information about biodiversity. The Trust's turnover in 2018/19 was c £5million and its capital assets more than £20 million, of which over half (£13million) is classified as heritage assets. This Trust was the first to promote the concept of Living Landscapes: large-scale conservation schemes which aim to ensure that wildlife can thrive alongside the human population across an entire landscape.

Our conservation activity is increasingly focused on these Living Landscapes, including the first to be established - the Great Fen in Huntingdonshire – as well as the Ouse Valley, the Nene Valley and the North Chilterns Chalk.

The Trust's annual report and accounts are posted on our website:  
<http://www.wildlifebcn.org/annualreview>

The work of the Trust for the period 2020 -25 is outlined in "Our Wildlife Trust: The next five years" which can be found at: <https://www.wildlifebcn.org/next-five-years>.

To achieve the targets within this plan, the Trust is managed and directed by an Executive Board.

The Trust evolved from a group of committed volunteers, and volunteering is still central to its ethos. The working culture of the Trust encourages a professional approach, with a commitment and enthusiasm for nature and its conservation. Mutual respect and teamwork are highly prized among both staff and volunteers. In all its dealings the Trust tries to be fair but firm and in all its activities it aims to be environmentally responsible. Systems, processes and bureaucracy are kept to the necessary minimum for effective performance.

The Chief Executive reports to the Trust's Council of 15 Trustees, who are elected annually from the membership (presently standing at almost 37,000). Council and its two Committees (Conservation, Education & Community; and Resources) meet quarterly. There are 100 staff members, with main offices in Bedford, Great Cambourne, and Northampton, and over 1,000 active volunteers. The Executive Board consists of the Chief Executive and the Directors. Reporting to the Executive Board is a team of senior managers.