



Essex
Wildlife Trust

Abbotts Hall Farm
Great Wigborough
Colchester
Essex
CO5 7RZ

T 01621 862960
@ admin@essexwt.org.uk
www.essexwt.org.uk

January 2021

We are the county's leading conservation charity, committed to protecting wildlife and inspiring a lifelong love of nature. Our climate is in crisis and nature needs our help. Together we can protect the future. Join us!

Hello and thank you for your interest in the post of Urban Engagement Officer at Essex Wildlife Trust.

The role is permanent and full time (37.5 hours per week). The salary for this post is £22,869 rising to £23,369 after successful completion of probation.

It is based at our Abbots Hall headquarters but it will require travel across Essex and include home based working and flexible working patterns.

About the role

This exciting new role within the Landscape Conservation Team is responsible for delivering targeted urban wildlife engagement projects aimed at reconnecting people with nature and inspiring them to take action to protect it.

Engagement projects will be targeted to address inequalities with access to nature and green spaces in urban environments.

You will work in collaboration with teams across Essex Wildlife Trust and with external stakeholders in a friendly, inclusive and inspiring environment.

We are looking for a candidate who is confident and proactive with an infectious enthusiasm for connecting people with nature and inspiring them to protect it.

The role is based at Abbots Hall Farm, Great Wigborough, Essex CO5 7RZ although currently the role is home-based because our offices are closed as a result of the pandemic. Flexible working hours and working at home for at least part of the week is supported and can be arranged by mutual agreement.

This role provides an exciting career opportunity for someone who is passionate about making a real difference for wildlife and people in Essex.

The role is outlined in more detail within the enclosed job description.

We welcome applicants from a diverse range of backgrounds.

Applying for this role

I really hope this role interests you and you'd like to join our team and play an integral role in furthering the aims of Essex Wildlife Trust. To apply, please complete the application form giving clear examples why you feel you are suited to the role. Please send this to jobs@essexwt.org.uk by 5pm on Thursday 25th February 2021. Please title your application document with your full name.

Interviews will be held on 19th March 2021. These will be undertaken remotely due to current working restrictions via Microsoft Teams or Zoom. Please contact me if you may have any issues with access to this technology.

For further information or an informal chat about the role please email johnm@essexwt.org.uk.

Thank you for your interest in this role. I look forward to receiving your application. We respond to all applicants so you will hear from us within a week of the closing date.

Yours faithfully

John More
Living Landscapes Coordinator

Essex Wildlife Trust Job Description & Person Specification

Job Description

Job Title: Urban Engagement Officer

Salary: £22,869 rising to £23,369 p.a. (on completion of probation)

Location: Abbots Hall Farm / Home working / Sites across Essex

Reports to: Living Landscapes Coordinator

Job purpose:

This exciting new role within the Landscape Conservation Team is responsible for delivering targeted urban wildlife engagement projects aimed at reconnecting people with nature; inspiring and empowering them to take action to protect it, and to create and restore urban habitats for nature's recovery. Engagement projects will be targeted to address inequalities with access to nature and green spaces in urban environments.

You will work in collaboration with teams across Essex Wildlife Trust and with external stakeholders in a dynamic, inclusive and inspiring environment. You will have highly developed organisational and interpersonal skills and an infectious enthusiasm for Essex Wildlife Trust's work.

This role provides an exciting career opportunity for someone who is passionate about making a real difference for wildlife and people in Essex.

Key tasks

1. Develop and deliver a programme of urban wildlife engagement projects, events and activities for target communities aimed at reconnecting people with nature, inspiring and empowering them to take action to protect it.
2. Engage with diverse communities targeting groups and locations identified in collaboration with the Essex Wildlife Trust Inclusion group.
3. Recruit, train and support a network of 'Urban Wildlife Champions'; role models who will engage with people in their communities across Essex, to connect them with nature and inspire them to take action to protect it.
4. Work with Urban Wildlife Champions and local communities to cocreate community-led grass-roots nature restoration projects that connect people with nature and restore urban wildlife habitats.
5. Work with wildlife trust staff, external stakeholders and local communities to deliver urban habitat enhancements as part Essex Wildlife Trust's 'Wilder Essex' strategy and the '30 by 30' and 'Action for Insects' campaigns.
6. Work with the Living Landscapes Coordinator in the development and delivery of Wilder Gardens engagement activities, content and events to ensure the network of gardens across Essex form a living landscape for nature's recovery.
7. Work with Living Seas Coordinator to deliver inclusive engagement activities and events for urban coastal communities to connect them with the coastal and marine environment and

inspire them to protect it.

8. Work with the Marketing and Communications teams to ensure use of social media, website and promotional materials are inspiring, appropriate and effective; and to contribute to the Essex Wildlife Magazine and other relevant publications to further promote urban engagement and action for wildlife.
9. Manage relationships with internal and external stakeholders, including staff, volunteers, local authorities, community groups and potential funders, providing key information and updates as appropriate.
10. Work within the project budget and ensure accurate and timely reporting.
11. Undertake monitoring and evaluation of the outcomes of the projects, providing regular reporting on the status of projects and delivery against KPI's.
12. Stay up to date with local and national campaigns and funding opportunities which could benefit the project, taking advantage of training and networking opportunities as they arise.
13. Work effectively with colleagues across the Trust in line with its strategy and demonstrate the core values of being Inspiring, Collaborative, United and Professional.
14. Promote and protect the Essex Wildlife Trust brand.
15. Undertake any other duties that are deemed to be within the scope of the role.

Person specification

Knowledge and skills

Essential:

1. Degree **or** evidence of relevant experience in voluntary or paid position.
2. Sound knowledge and understanding of urban wildlife, species id, wildlife gardening, green infrastructure, rewilding.
3. Experience of people and community engagement projects to achieve set outcomes.
4. Knowledge of H&S legislation relating to nature conservation activities with experience of remote and lone working.
5. A confident problem solver with a capacity for innovation and a willingness to take on responsibility, use initiative and be adaptive; and the ability to work both individually and in an internal and external team environment.
6. Outstanding organisational skills and the ability to handle multiple projects simultaneously whilst meeting deadlines and objectives.
7. Experience of coordinating and delivering public engagement events and activities with proven outputs. People-orientated with experience recruiting, training and supporting volunteers. Must also be confident organising and running community events, stakeholder groups and the

working with people.

8. Has excellent verbal and written communication skills with strong attention to detail and the ability to communicate and influence a range of audiences in person, on social media, via written pieces, on the radio and TV.
9. Proactive and enthusiastic with a willingness to take personal responsibility to achieve set goals.
10. Can work independently and in a team environment.
11. Experience of the charity sector or similar, ideally with knowledge of a specialist area such as community engagement projects or conservation projects.
12. A passion for wildlife and conservation and an awareness of the key challenges facing conservation charities.
13. A high level of computer literacy and competence using the Microsoft Office suite and other presentation software.
14. Open to sharing knowledge and with enthusiasm to support the learning and upskilling of others.
15. Full UK Driving license and use of a vehicle for work.

Desirable:

1. Familiarity with ArcGIS online.
2. Previous spokesperson and media experience.
3. Able to talk confidently about the health and wellbeing benefits of nature.
4. Knowledge of nature conservation legislation including protected sites and protected species legislation, licensing, and mitigation.

Additional information

- This is a permanent full-time role.
- The role at times may require some unsocial hours, evening and weekend working (with time off in lieu).
- Flexible working hours and working at home for at least part of the week is supported and can be arranged by mutual agreement.
- The role requires an interest in working for a charity that is determined to protect wildlife for the future and for the people of Essex.
- The role requires the ability to drive, including a full driving licence and use of a vehicle, though pool vehicles may sometimes be available.
- The role is based at Great Wigborough, Essex, but requires regular travel across the county and beyond to other sites. Mileage is paid for extra travel. Currently the role is home-based because our offices are closed because of the pandemic.

- If not held, passing a First Aid certificate will be required within the first 3 months of employment.

EWT Rewards:

- Salary reviewed bi-annually against the market with cost of living consideration annually
- Pension of 3% from you and 5% from EWT
- Annual leave starting at 25 days, rising by one day a year to a maximum of 28 days + bank holidays
- Employee Assistance Programme offering advice to staff and their families on a variety of topics and including counselling
- Sick pay increasing with length of service
- Maternity, paternity and adoption pay
- Staff days and staff social
- Merit award scheme (staff nomination of colleagues for awards)
- Regular performance development meetings
- 10-20% discount in EWT centres
- Professional and developmental training
- Role related professional membership paid
- Able to attend 2 wildlife courses per annum
- The satisfaction of making a difference through working for a conservation charity