

**Job Description**

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| **Job Title** | Somerset Nature Connections – Project Officer |
| **Reports To** | Somerset Nature Connections Project Manager  |
| **Team** | Engagement |
| **Responsible for**  | Volunteers  |
| **Job Purpose** | To form part the Somerset Nature Connections Project delivery team, working in partnership with Quantock Hills, Blackdown Hills and Mendip Hills Areas of Outstanding Natural Beauty. Work will developing and delivering opportunities that support adults and young people who are experiencing, or vulnerable too, physical and mental health concerns, to connect them to nature through structured programmes and community activity to help improve wellbeing and engender an appreciation and value of the natural environment.The post holder will be responsible for the delivery of programmes that meet the needs of participants. This will include working with local project partners, monitoring, reporting and evaluation.   |
| **Position**  | Part time – Four days per week until end of June 2023. The position will include some weekend and evening work.  |
| **Working Relationships** | ***Internal:*** All staff and volunteers |
|  | ***External:*** Target audience participants, AONBs and other conservation bodies, those working in the health and social care sector including charities, notably Public Health Somerset, Somerset Mind, Chard Watch and the wider nature and wellbeing network. |

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| ***Job Description – Key Responsibilities and Tasks**** Use in-depth knowledge of the benefits natural environments can provide for maintaining and improving health and wellbeing and their experience in this field to deliver a programme of work in partnership with Somerset’s AONBs, Somerset’s health and social care sector and external specialises.
* Support initial design and ongoing adaptation of a high-quality delivery programme that meets participant needs to ensure maximum wellbeing and environmental benefit
* Proactively work with external organisations and individuals to recruit participants on to the programmes
* Ensure that project delivery adheres to the rigorous safeguarding and health and safety policies that will be in place in accordance with SWT existing policies.
* Support the development of further funding bids to expand the health and wellbeing through nature connection programme by gathering evidence through delivery.
* Deliver meaningful and supportive monitoring and evaluation that puts participants wellbeing at the centre and supports the development of further funding bids to expand nature and wellbeing work.
* Work closely with other project delivery officers and volunteers, providing peer support and management in order to deliver the work programme as a team. This will involve participating in team meetings and leading 121s with volunteers.
* Work closely with contractors who will assist with delivery programme design and implementation.
* Following reporting schedule agreed with Somerset Nature Connections Project Manager and provide regular content for project reports for funders.
* Implement the communications plan that raises awareness of the project and its impact and gathers support for nature and wellbeing initiatives.
* Complete relevant training within the wider conservation and health and social care sector. This will include Mental Health First Aid if not already complete.
* Work with internal and external staff / organisations to help signpost participants on to other initiatives projects and training opportunities.
* Develop and deliver training opportunities for staff and volunteers in the wider conservation and health and social care sector to understand the benefits of nature connection for wellbeing to facilitate increased participation.
* Develop and maintain good relations with landowners and land managers, such as the ‘Friends of…’ groups to facilitate access to green spaces.
* Organise and run public and community events that aim to connect people to green spaces and recognise the health and wellbeing benefits of doing so.
* Able to work independently and use initiative to problem solve, make decisions about project delivery and develop new ideas regarding nature and wellbeing engagement.

**General*** The job holder is required to follow and comply with all policies and procedures of the Trust which includes the Trust’s Health and Safety and safeguarding procedures, ensuring the personal safety of all staff, volunteers, young people and vulnerable adults involved in the project.
* To uphold the working values and expectations of the Somerset Wildlife Trust.
* To carry out other duties relevant to your post as reasonably required by your line manager.
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| **PERSON SPECIFICATION** |
| To succeed in this role you will need to demonstrate: |
|  | ***Essentials*** | ***Desirables*** |
| **Qualifications** | Qualifications or proven work experience in the field of mental health, environment *or* nature and wellbeing work  | Current First Aid CertificateMental Health First AidSafeguarding CertificationMinibus Driving Licence  |
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| **Experience/Knowledge** | At least two years’ experience working with adults and/or young people with mental health issuesA good knowledge of the benefits of the natural environment for maintaining and improving health and wellbeingA good working knowledge of the health care sector and structuresAt least two years’ experience working with volunteersAt least two years’ experience of working within diverse communitiesA good understanding of safeguarding and protection issues, legislation and best working practiceExperience of health and safety and producing robust risk assessments Knowledge and experience of organising and delivering public events and activities | A good knowledge of Somerset’s geography, communities, demographics and wildlife, including knowledge and understanding of our Areas of Outstanding Natural BeautyAwareness of, and a commitment to, tackling the barriers that may exist to volunteering and nature engagement and the impact on diversityExperience in the creation of publicity and advertising materialsExperience of using evaluation tools for assessing impactWorking knowledge of the General Data Protection Regulations (GDPR 2018) and Data Protection Act 2018. Experience of volunteer line management. Experience of managing project budgets or ensuring responsible spending.  |
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| **Skills** | Excellent ability to motivate and support people involved in project Good organisational, administrative, communication (written and verbal), report writing, and IT skillsProficient in the use of Microsoft office suite Excellent self-motivation, initiative, time management and organisation skills Can carry out practical conservation and/or outdoor learning activities with volunteers/participants supporting the use of basic hand tools or equipment safelyGood inter-personal skills, with a responsible, team-oriented approach to workCurrent full driving licence and able to use own vehicle for work when necessary | Good public speaker, able to communicate, enthuse and inspire othersLicenced and willing to drive minibuses or be prepared to gain certification |
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| **Attributes** | Physically able to undertake the requirements of the roleAble to inspire and enthuse people of all agesAbility to keep information confidential Able and willing to work weekends and evenings when required for which TOIL is applicableWilling to obtain an enhanced DBS check for working with young people and vulnerable adults |  |

**To be issued with the Job Description**

**THE TRUST’S WORKING VALUES AND EXPECTATIONS**

**(TO BE REVIEWED)**

**Working Values and Expectations**

* Our aim is to ensure that our workplace is challenging, enjoyable and rewarding and that there is a real sense of team spirit. All staff should actively contribute to this.
* We value innovation, enthusiasm and commitment to our cause of protecting wildlife for future generations. Working for the Trust means making an impact and having a say in the work that we do.
* Each individual is encouraged to make an effective contribution and everyone’s involvement is valued.
* Verbal communication is highly valued.
* To proactively and flexibly work as a member of the wider team, supporting others, responding to the Trust’s needs.”
* Uphold and actively promote compliance with the Trust’s standards and policies including Equality and Diversity, standing orders and financial regulations”
* Each individual will keep fully abreast of developments in best practice, regulatory and statutory requirements relating to your area of responsibility
* In order to meet our challenging income targets, we work in a dynamic and adaptable way both within and across teams. Contributing to raising funds for our work, at a range of levels, is a vitally important part of everyone’s role.
* Our working culture is framed around projects, requiring excellent project management and active project participation from everyone involved – often requiring staff to move seamlessly from operational to strategic within and across teams.
* The expansion of our volunteering programme must be championed by all staff. Staff are expected to positively engage with volunteers to ensure the Trust’s success.