



Norfolk Wildlife Trust

Job Description and Role Specification

Community Engagement Officer – Nature City Norwich 3-year Fixed Term Contract

Role Purpose

To carry out an extensive listening and engagement programme across Norwich to support an ambitious community-led nature recovery action plan for the city as part of the NatureCityNorwich project.

REPORTING TO: Wilder Communities Manager, NWT

LINE MANAGEMENT OF THE FOLLOWING ROLES:

No specific line management responsibility is planned at this stage.

OTHER WORKING RELATIONSHIPS

Within the organisation

Nature City Norwich Project Manager, Wilder Communities Officers, Sweet Briar Marshes Engagement Officer, Wilder Learning Manager, PR & Comms team.

Outside the organisation:

Steering group partners, South Norfolk and Broadland and Norfolk Country Council project officers, local community representatives and other key stakeholders.

MAIN DUTIES

- 1) Create stakeholder/community engagement strategy and use this to scope, develop and facilitate consultation within communities within the Nature City Norwich project area. This will involve overseeing community liaisons, maintaining strong links with community leaders and champions and enabling community leaders to share learning and experiences.
- 2) Liaise with urban communities to support individuals and community groups (through a community organising approach) to improve their local area for wildlife and people, such as greening community spaces and championing species conservation.
- 3) Be proactive in enabling relevant, meaningful and accessible opportunities to experience and connect to nature within communities.
- 4) Support under-represented and disconnected groups within project area communities to access and experience nature, working with them to enhance community cohesion and collaborative working.

- 5) Build capacity within communities through facilitating relevant training and development opportunities that are responsive to the interests and needs of those communities and which they can access in ways and at times that suit them.
- 6) Contribute to funder reports.
- 7) Participate and support shared learning within existing and new communities which promotes self-supporting peer-led networks.

OTHER DUTIES:

- 1) Undertake ad hoc duties and tasks as discussed and agreed with the line Manager or Nature City Norwich Project Manager.
- 2) The post holder must adhere to all policies and procedures, with particular regard to Health and Safety and Safeguarding policies.

PERSON SPECIFICATION:

1. Personal qualities:

- Passion & enthusiasm for work with communities, for inclusion and for wildlife/conservation.
- Warm and approachable with the ability to establish trust and build strong relationships with diverse audiences.
- Excellent public speaker.
- Ability to listen, absorb and allow effective conversation.
- An understanding of the principles and practices that underpin effective community organising.

An ability to:

- Confidently deliver training to volunteers and community groups both in indoor workshops and outdoor practical sessions.
- Communicate effectively with people from a wide range of backgrounds.
- Communicate clearly and effectively both verbally and in writing.
- Work well both in a team and on own initiative.
- Inspire communities to act for nature.
- Use a range of ICT applications, including in particular Microsoft Office Word, Excel and Powerpoint.

Proven experience of:

- Working with community members to enable change.
- Developing and supporting community activities and projects.
- Volunteer and community engagement.
- Working with volunteers and community members especially in urban communities to enable change.
- Working with voluntary and community groups.
- Community consultation work and audience development.
- Monitoring and evaluation techniques, across a range of audiences and levels.

Other requirements:

- A passion for and interest in nature.

- A good understanding of habitat management principles and their benefits for wildlife.
- Ability to prioritise and manage own workload effectively, and that of others where relevant (eg volunteers, sub-contractors).
- An understanding of the barriers to community involvement and how they may be overcome.
- An understanding of inclusion and issues relating to voice and influence.
- Willingness to work evenings and weekends and general flexibility in working hours.
- Current driving licence or access to fully funded alternative transport to locations not served by public transport.

We value respect, integrity, trust and responsibility. We want our people to be as diverse as nature itself and so we particularly encourage applications from those currently under-represented within our sector, including people from minority ethnic backgrounds and people with disabilities. We welcome people of all backgrounds and levels of experience with nature, and continually strive to improve our culture and practices. We are committed to creating a movement that recognises and truly values individual differences and identities. Please let us know if you require any adjustment processes to make our recruitment process more accessible.

OTHER RELEVANT FACTORS:

1. Will be expected to work unsociable hours on a regular basis for which time off in lieu will be granted.
2. May be expected to use own transport on Trust business.

LIMITS OF AUTHORITY:

1. Raise purchase orders
2. Keep confidential records of volunteers' personal information.

HEALTH AND SAFETY

Attached with contract.

RISK ASSESSMENT

Provided with employment contract. Reviewed annually as part of Annual Appraisal

This post is funded by The National Lottery Heritage Fund through Nature Towns and Cities, a partnership between the Heritage Fund, Natural England and the National Trust.