



JOB TITLE : Community Engagement and Conservation Officer

ORGANISATION: Community Environmental Trust

LOCATION: Birmingham – Castle Vale

SALARY: £21,000 - 3 years fixed contract

CLOSING DATE FOR APPLICATIONS: Sunday 30th August

The Community Environmental Trust is an environmental charity dedicated to the protection and enhancement of open green spaces. We are looking for a dynamic, motivated individual who has the skills, knowledge and experience required to fulfil the **Community Engagement & Conservation Officer** role. This 3-years fixed contract position is well suited to an individual who is looking to advance their career in the environmental sector and hone and develop skills in a friendly, professional, and supportive workplace.

OVERALL PURPOSE OF THE JOB

The post holder will lead on the positive engagement of a range of local stakeholders; including the plan and delivery of an engagement programme that will comprise a range of workshops and events to attract new audiences and opportunities for partnership and collaboration that will promote the work we do.

The post holder will also lead the delivery of conservation activities in the Castle Vale Conservation Area with the support of the local community. You will recruit, train and mentor volunteers and organise regular volunteer conservation parties to improve the area; you will plan and develop mechanisms to ensure this work is sustainable, creates longstanding involvement of the local community in the stewardship/protection of the area and delivers long-term benefits for our local community and the natural environment.

Main Duties:

Community engagement and Conservation

- Establish links with community groups and engage them in the project through a series of activities, workshops and events.
- Work with stakeholders, existing site users and relevant site partners to plan and deliver a quality programme of conservation volunteering tasks, inspiring activities and events, which will help to increase participation, use of the site and a greater sense of community ownership.

- Ensure effective stakeholder engagement with Birmingham City Council and other partners to prepare an implement annual management plan.
- Contribute to planning and policy development for sustainable management of the area, including input into environmental impact assessments, promotion and implementation of local biodiversity action plans, ecological surveys, and conservation work.
- Ensure that the project adopts the necessary systems for the site to achieve Local Nature Reserve status.
- Ensure the creation of Friends of Castle Vale Conservation Area and Farnborough Fields as a sustainable legacy for the protection and enhancement of the local area.

Volunteer management

- To develop and manage a regular group of volunteers for the Castle Vale Conservation Area. Post holder will be responsible for their recruitment, supervision, mentoring and development.
- Facilitate and foster within volunteers the knowledge, skills and confidence to enable them to plan and lead activities on their own as the project progresses.
- Identify and signpost formal and informal training opportunities from relevant partners to existing and new volunteers to facilitate their development and personal and professional growth.

Evaluation

- To set up and conduct Focus Groups to evaluate and review activities programme, respond to findings and feedback and improve delivery throughout the project.
- To evaluate and monitor the programme: use of the areas throughout the project, quarter environmental surveys and annual project review (including case studies)
- To compile participants' learning records including monthly updates on skills acquired as part of the project support process, quarterly WEMWB forms (every quarter) and post-project tracking 3 months after they have left the project to measure progressions

Promotion

- To widely promote the project and the benefits of conservation and volunteering opportunities that the project offers to relevant agencies, including partners, GP surgeries

- Be the key face of the scheme in ensuring that the project communicates effectively with the local community and creates greater cross-community links through an open and transparent two-way dialogue.

Other

- Administer own work, files and records, attend and contribute to team meetings
- Undertake other duties, as appropriate to the post, as reasonably requested from the line manager.
- Undertake funding and monitoring reports in line with HS2 requirements.

PERSON SPECIFICATION - Essential

Education

- Be educated to degree level in Environmental Conservation or equivalent, HND in Environmental Conservation or equivalent, or have relevant work experience in this field.

Experience, Skills and Knowledge

- Good understanding and experience of community engagement, community participation, building positive partnerships and audience development.
- Experience and an understanding of parks, environment and natural heritage management.
- Experience of organising practical conservation work parties and planning and delivering inspirational engagement and learning activities.
- Experience of managing health and safety procedures for group activities.
- Ability to work with volunteers, young people, and local community groups.
- Knowledge of H&S and risk assessments.
- First Aid trained.
- Ability to keep accurate and detailed records, write reports and the production of technical documents.
- IT competent in word processing, spreadsheet, and system management.
- A valid driving licence.

Personal

- Self-motivated individual capable of managing both, themselves and their volunteers, effectively with limited day-to-day supervision.
- Strong communication skills, able to give instruction in a clear, concise, and engaging manner and to keep in regular contact with volunteers, partners and staff.



Additional information

The post holder must be available to work flexibly, including evening and weekend working (including Bank Holidays), for which time off in lieu will be given.

An element of this job will include lifting and carrying heavy objects, as well as accessing rough terrain.

Whilst the post holder will work as part of a small team, the post will involve lone working.

The post holder will be expected to carry out job responsibilities in an environmentally- friendly manner, ensuring all resources are utilised effectively and efficiently.

The post holder will be expected to follow GDPR guidelines and procedures.

TERMS AND CONDITIONS

Contract: This is a full time, 3- year fixed term post (37.5 hours per week).

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, three of which must be taken between Christmas and New Year, and 8 bank holidays.

Pension: Contributory pension. CET's contribution (3% of qualifying earnings).

Salary: Post holder will benefit from a 2% salary increase every April.

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

Equality and Diversity: We value diversity and welcome applications from all sections of the community.

For further information and application pack please contact Alicia Grande 0121 747 3579/07436809236 or e-mail alicia@environmentaltrust.org.uk.

This role represents a great opportunity within a friendly, positive and professional environment.