

JOB DESCRIPTION

JOB TITLE	Wilder Communities Officer
TEAM	Nature-based Solutions
GRADE	
RESPONSIBLE TO	Wilder Communities Manager
RESPONSIBLE FOR	Volunteers, contractors

OVERALL ROLE

To work towards a Wilder Dorset by 2030 through inspiring, nurturing and enabling people to take action for nature's recovery. The postholder will primarily work with communities within rural Dorset and market towns, taking a community organising approach to connect with, listen to and collaborate with a wide range of people to identify and deliver opportunities for engagement and to facilitate meaningful, sustainable change for nature and the climate.

I. Key responsibilities

- Within target project communities, identify and map relevant stakeholders and key interest groups and analyse levels of influence and interest.
- Design, organise and execute events within local communities to inspire interest and action for nature's recovery, drawing on existing local expertise and capacity, and building relationships with local partners.
- Plan, organise and deliver consultations with local communities, including attendance at community events, drop-in events, focus groups and digital consultation to ascertain local views and aspirations.
- Support communities to develop their own initiatives, enabling project growth and training opportunities through both local and national resources and promoting self-supporting, peer-led networks. Make recommendations where needed and influence decisions to the benefit of wildlife, whilst ensuring communities retain project leadership.
- Develop and manage a network of volunteers to support the Wilder Communities Team's work across Dorset, working with other Dorset Wildlife Trust staff to provide a cohesive team approach.

- Gather stories and provide impactful content for a range of media including webpages, social channels, e-news, magazines, blogs, podcast and videos to ensure regular communications to relevant audiences and community contacts. Take part in promotional and public relations activities as required.
- Build positive relationships between Dorset Wildlife Trust and other organisations who are delivering community engagement activity to support objectives to reach wider and more diverse audiences, and promote effective partnership working, including environmental NGOs, Local Authority practitioners and voluntary sector infrastructure bodies.
- Act as a key face of Dorset Wildlife Trust, representing the organisation and acting as spokesperson for our community-focused activities, especially for the rural area.
- Support the Wilder Communities Manager in preparing plans, reports, budgets and evaluation for relevant projects and funding applications.

2. Other Duties

All staff are expected to:

- Undertake any other duties appropriate to the post as delegated by the line manager;
- Contribute to other Dorset Wildlife Trust activities when required, to deliver the aims of the Strategic Plan;
- Engender a culture of membership recruitment within the team;
- Abide by organisational policies and procedures laid down in the Staff Handbook, including promoting equal opportunities particularly with regard to volunteer work.
- Ensure that Health and Safety policies and procedures are met in all aspects of the role.

Frequent evening and weekend working (up to 2 weekends per month) may be required with time off in lieu. There will be periodic travelling within the county with occasional journeys further afield; DWT pool cars are available but own vehicle may be needed. A valid driving licence is a requirement of this position. Overnight stays are occasionally required.

PERSON SPECIFICATION

Area A	Experience
--------	------------

The post holder will be expected to have relevant experience in the following areas:

- Experience of working collaboratively with a wide range of stakeholders and partners (essential).
- Experience of working with community members and/or community organisations to enable change (essential).

- Experience of developing and supporting environmental community activities and projects (desirable).
- Experience of developing and delivering initiatives and resources that inspire people, connect them to their natural environment and enable action for nature (essential).
- Experience of engaging people through varied face-to-face activities e.g. at events, giving talks, running workshops (essential).
- Experience of recruiting, training, managing and supporting volunteers (essential).
- Experience of evaluation and report writing (desirable).

Area B Knowledge

The post holder is expected to have knowledge of the following:

- An understanding of the principles and practices that underpin effective community organising (essential).
- A working knowledge of safeguarding, GDPR and Health and Safety issues relating to work with communities and volunteers (essential).
- An understanding of the barriers to community involvement and how they may be overcome (essential).
- Knowledge of and commitment to equal opportunities, and an understanding of inclusion (essential).
- An understanding of the climate and ecological emergency (essential)
- Sufficient ecological and environmental knowledge to facilitate people in taking action towards nature's recovery within their communities (essential).

Area C Skills/Qualifications

The post holder will require the following skills/qualifications:

- Excellent communicator (especially verbal and listening skills) (essential).
- An excellent team builder/player, but also able to work on own initiative & with a high degree of autonomy (essential).
- Excellent organisational skills, able to prioritise and manage a varied workload (essential).
- Ability to work with a diverse range of people and groups from different backgrounds (essential).
- Accredited Qualification in Community Organising or Community Development (desirable).
- High level of IT competence & excellent knowledge of Microsoft Office applications (essential).
- Full driving licence (essential).
- First Aid at Work (essential).

Area D PERSONAL QUALITIES

- Passionate & enthusiastic about working with communities, for inclusion and for wildlife/conservation, with an ability to convey that enthusiasm to others.
- Ability to listen, absorb and allow effective conversation.

- Positive, creative & resilient – open to new ideas/learning and flexible in approach.
- Willingness to work flexible hours when the work requires.
- Warm and approachable with the ability to establish trust and build strong relationships with diverse audiences.
- Tactful and diplomatic.
- Confident and engaging public speaker.
- Integrity and commitment – honest, with a strong work ethic and a real commitment to the values and aspirations of Dorset Wildlife Trust.

Director signature: Date.....

Postholder signature:..... Date.....