

Leicestershire and Rutland Wildlife Trust

JOB DESCRIPTION

Job title: Community Engagement Assistant (PT 9-month contract)

Responsible to: Community Organiser

Purpose of post: To nurture and empower people and their communities to benefit from becoming more engaged and active in nature. The role is one of catalyst and facilitator, helping people to help themselves to increase their knowledge and skills and enable them to initiate and take the lead on climate and nature-based activities which improve and build pride in their area.

The successful candidate: Will be highly personable, passionate and organised. You are committed to supporting community-powered change and facilitating local people to empower themselves to act for nature. This role will enable you to make a real difference to nature's recovery.

What is Community Organising?

This is a new way of working for many sectors; building a network of community members who will empower to self-organise and take action, with the help and support of Community Organisers, to achieve common goals, develop leadership skills and form relationships with other community members.

What is Team Wilder?

Team Wilder is a term created to encompass much of our ways of thinking around community organising, and how this can benefit nature and reach our larger goals as a conservation charity of protecting and enhancing wildlife and wild places. In looking at how we connect with, listen, and collaborate with a wide range of people, we can support and facilitate individuals, communities and stakeholders to make meaningful changes for nature's recovery.

Main Duties & Responsibilities:

- Working closely with the lead Community Organiser to build positive relationships between the Trust and other similar community-based organisations to support our community organising and Team Wilder objectives, reach wider and more diverse audiences, and promote effective partnership working.
- Research and identify potential partners, building positive relationships with other similar community-based organisations to support the projects objectives, reach wider and more diverse audiences, and promote effective partnership working.
- Organise and facilitate community meetings and events to build strong links with community leaders and champions for nature, enabling them to share learning and experiences which promote self-supporting, peer-led networks.
- Organise pop up events/pilot projects and consultations including co-design workshops with communities of interest

- Support the empowerment of new and different community groups to take action for their local wildlife.
- Co-ordinate monitoring, reporting and evaluation activity as required.

Person Specification – Essential/Desirable

Skills	
Ability to communicate effectively a diverse range of people and groups from different backgrounds	E
Excellent Organisational skills, able to prioritise and manage a varied workload	E
Excellent communicator in both written and spoken word	E
Ability to listen, absorb and allow effective conversation	E
An excellent team builder/player	E
Able to work on own initiative & with a high degree of autonomy	E
High level of IT competence & knowledge of Microsoft Office Suite	E
A full valid driving license and access to own vehicle	E
Key Competencies	
Willingness to work weekends and outside standard office hours	E
Passion and enthusiasm for inclusion and work with communities	E
Open to new ideas, learning and flexible in approach	E
Knowledge of and commitment to equal opportunities	E
Integrity and commitment – honest, with a strong work ethic	E
Interest in wildlife and/or conservation	D
Experience	
Experience of working with a wide range of community members to enable change	D
Experience of developing positive relationships with communities	D
Experience of developing and supporting community activities and projects	D
Experience of working with voluntary and community groups	D
Knowledge	
Knowledge of the local area and its diverse communities	D
Understanding the principles & practices that underpin effective community organising	E
Understanding of safeguarding and vulnerable adults	D
Understanding of barriers to community involvement and how they may be overcome	D
Understanding of inclusion and issues relating to voice and influence	D

KEY TERMS AND CONDITIONS OF EMPLOYMENT

Employer:	Leicestershire and Rutland Wildlife Trust
Place of work:	The Old Mill, 9 Soar Lane, Leicester LE3 5DE, with regular work across the city of Leicester to meet communities and partners.
Salary:	£23,342.33 Pro rata per annum.
Contract:	Fixed term for 9 months to cover the timeline of the funding. A probationary period of three months applies, during which new employees are expected to demonstrate their suitability for the post.
Hours of work:	18 hours per week. Flexible working will be required to include regular evenings and weekends. Overtime is not payable, time off in lieu may be taken when additional hours are worked.
Leave:	Annual leave entitlement is 25 days pro rata, plus statutory public holidays per annum pro rata.
Pension:	The Trust operates an Auto-enrolment Pension Scheme after 3 months, and pays an employer contribution of up to 7% of gross salary contingent on a 50% matching contribution from the employee
Training:	The Trust is fully committed to personal development and training and supports achieving and maintaining professional memberships and accreditations
Travel:	A full, current driving licence is essential. Trust vehicles can be used, if available, otherwise the standard Trust mileage rate will be payable for the business use of the post holder's private car.
Equal opportunities:	The Trust's Equality and Diversity Policy is available on request. The requirements for outdoor work in areas with access difficulties should be borne in mind by applicants.
Environmental policy:	The post holder will be expected to carry out their job responsibilities in an environmentally aware manner, ensuring as little damage to the environment as possible. LRWT aim to ensure all resources are utilised effectively and efficiently. The post holder will be expected to apply 'sound value for money' principles in undertaking purchasing or supply of goods and services.