

Job Description and Person Specification

Responsible to: *Keeping it Wild* Project Manager

Located at: Central Office, Dean Bradley House, 52, Horseferry Road, London SW1P 2AF with significant time spent other London Wildlife Trust nature reserves around London. We are open to exploring flexible working arrangements (including working from home, when not delivering activities on site)

Line Management: Supervision of trainees, freelancers and volunteers as necessary

Report to Oversight Committees: *Keeping it Wild* project consortium

Purpose of the Role:

The purpose of this role is to support the delivery of the London Wildlife Trust's youth-engagement project, *Keeping it Wild*. The postholder will join a small but dynamic team delivering a range of exciting opportunities for young Londoners to gain vital skills while discovering, conserving and sharing their experiences of the capital's wildlife and wild spaces. The project aims to inspire more young people to care about, and protect nature on their doorstep that often goes unnoticed, and find out how it is relevant to them. We also actively encourage young people to share their experiences through digital media and journalism with their peers and wider audiences, and create opportunities for young people to experience work within the nature conservation sector. London Wildlife Trust delivers *Keeping it Wild* alongside partners London Youth, Headliners (UK) and John Muir Trust, who bring a wealth of knowledge and expertise to the project.

Keeping it Wild is one of 12 National Lottery Heritage Funded [Kick the Dust projects](https://www.wildlondon.org.uk/kick-the-dust-projects). You can read more about the project here: <https://www.wildlondon.org.uk/keeping-it-wild>

Main Areas of Responsibility

- Support the *Keeping it Wild* Project Officer with planning, organising and delivering of a programme of **practical conservation workshops** and training for young people across London Wildlife Trust nature reserves.
- Alongside the *Keeping it Wild* Communications Officer, **plan and organise workshops** focussed on digital media production and paid work experience placements, delivered by project partners and a digital media agency.
- Support the **recruitment of young people** to *Keeping it Wild* project opportunities (including training, workshops, paid traineeships) targeting disadvantaged and under-represented groups in particular, engaging with individuals who aren't currently actively engaging with wildlife and wild spaces in London.
- Support the delivery of focus group workshops feeding into a **creative toolkit and short film** and assist with the **curation of a youth-led celebration event**, showcasing the achievements of young people involved with the project.

- Work closely with the Keeping it Wild Communications Officer to ensure the message is reaching required young people, utilising paid targeted social media posts, email newsletters (to the project mailing list) and contacting relevant youth organisations.
- **Promote and publicise** London Wildlife Trust and the Keeping it Wild project through a variety of social media channels, web and publications locally and at a London level.
- Report to a quarterly Keeping it Wild working group with consortium partners
- **Monitor and evaluate** project activities, ensuring that all statistics are recorded on LWT Skipper database.
- **Contribute to reporting and financial claims** for National Lottery Heritage Fund and other funders as required
- Contribute to the **wider activities** of London Wildlife Trust as required by the line manager and attend team meetings and other internal meetings as required.

Other areas of responsibility:

- Promotion of the Trust: To work at all times to further the aims of the Trust including promotion of Trust membership. To encourage donations and to assist in and promote related events and campaigns where appropriate.
- Health and Safety: All staff are legally responsible for ensuring Health and Safety considerations are taken into account in all working situations. Staff are encouraged to make reports or suggestions on any matters of concern.
- Equal opportunities: To work at all times within the Trust's Equality and Diversity Policy and to promote equal opportunities wherever possible especially with regard to participant, volunteer and membership recruitment. We believe that London's diversity is one of its greatest assets and we endeavour to ensure our staff body reflects this. Read about London Wildlife Trust's commitment to Equality, Diversity and Inclusion here: <https://www.wildlondon.org.uk/equality-diversity-and-inclusion>

Terms:

Salary: £20,067- £21,123 per annum dependent on experience

Hours of work: Five days a week, 9.30 am - 5.30pm, including one hour for lunch. This time may also include weekend and evening working for which time off in lieu is given. We are open to exploring flexible working arrangements and supporting you to meet other commitments you may have.

Holidays: 25 days per annum (pro-rata) plus statutory holidays

Tenure: Full-time fixed term contract, 1st September 2020 until 31 March 2021

Sick pay: Employees are eligible for company sick pay after probation; employees may still qualify for Statutory Sick Pay subject to eligibility.

Pension: Eligible employees will be auto-enrolled into the company pension scheme. Further details on auto-enrolment can be obtained from this website <https://www.gov.uk/workplace-pensions>. From 1 April 2015 the contribution rates are 3% employer and 5% employee. Even if you are not eligible, you can still join the scheme, but the Trust may not have to make any employer contributions. Further details will be provided on joining the Trust.

Childcare Voucher Scheme: The Trust operates a salary sacrifice scheme.

Employee Assistance
Programme:

All employees have access to a free and confidential information, support and counselling service available 24 hours a day, 365 days a year

Person Specification

About You

You will be an enthusiastic and organised person, keen to learn and make an impact. We are looking for someone who is happy working on their own initiative with energy, enthusiasm and good humour. You must be comfortable with working with groups of people from varied backgrounds along with your work colleagues, and comfortable prioritising urgent, last minute tasks.

Person specification:

The following experience, skills and aptitudes are those that we are looking for in candidates for the post. Those listed as 'Essential' are those that the candidates must have. Candidates who fail to meet these criteria will not be short-listed. 'Desirable' skills and experience are those that it would be advantageous to have, although it is not essential.

Essential	Assessed at	Desirable	Assessed at
Knowledge of London's young people and an understanding of the issues that they face	Application/ interview	Interest and knowledge of London's wildlife and wild spaces	Application/ interview
Interest in delivering face-to-face and digital-based activities for young people on the topic of urban nature conservation	Application/ interview	Demonstrable networking and facilitation skills with a range of partners and stakeholders	Application/ interview
Exceptional organisational skills and ability to manage various tasks and project related administration at the same time, and capable of managing time effectively	Application/ interview		
IT literate – Experience of working with the Microsoft Office suite	Application/ interview		
Experience of working within a team	Application/ interview		
Excellent communication skills (written and verbal)	Application/ interview		
Enjoy being outdoors in all weather, be enthusiastic and hard working	Application/ interview		
Commitment to working in accordance with London Wildlife Trust's equal opportunity, health and safety, safeguarding and lone working policies.	Application/ interview		

An enhanced DBS (formerly CRB) check is required for this role.

Deadline for applications: 24th July at 9am

Date of interviews: 31st July 2020*

Start date: 1st September 2020

** Interview dates and locations are subject to change depending on developing government advice on the Coronavirus, with the possibility of holding interviews virtually. More information will be given to those invited to an interview at the time. Let us know if we can do anything to make the application or interview process more accessible.*

This role is funded by the DCMS Youth Accelerator Fund via National Lottery Heritage Fund



Department for
Digital, Culture,
Media & Sport



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