

## Volunteer Trainee Engagement Officer Job Description

<b>Post title:</b>	Volunteer Trainee Engagement Officer
<b>Responsible to:</b>	Family Engagement Officer
<b>Status:</b>	Part-time (7.5 to 22 hours/week)
<b>Salary:</b>	£Unpaid (training and mileage budget only)

As this post involves significant contact with children, employment will be subject to a successful Enhanced Disclosure & Barring Service check. A copy of the Trust's Criminal Records Checking (Disclosure) Policy and its Recruitment of Ex-Offenders Policy is attached for information. A copy of the Disclosure and Barring Service's Code of Practice is also available on request.

### **Main purpose of job:**

Provide children and young people (2 to 16 yrs.), who are most in need of experiencing challenging but safe play, the opportunity to engage with their natural environment within Herefordshire.

Working alongside the Engagement Manager, Family Engagement Officer and Nature Tots Co-ordinator along with sessional play-workers and other volunteers, this will be achieved through:

- Preparing and delivering outreach nature play sessions, forest school, wildlife watch, nature tots, school education and birthday parties directed by current funding and need.
- Assisting the Engagement Team in the delivery of community play sessions and educational events.

### **Main duties of the post:**

- Deliver community play sessions alongside Engagement Team colleagues, including those at Queenswood Country Park (Wildlife Watch, Schools and Nature Tots), and where appropriate at externally hosted events. These will include after school, weekend and holiday events as well as larger community play events and public events.
- Support the planning and delivery of environmental play sessions for key partners such as the Children centres; Eastnor Castle; Herefordshire schools, Marches family network as well as one off funders, in venues of their choice.
- Collate administrative information that supports the effective and efficient running of the WildPlay initiative; especially the monitoring of all play delivery, and compilation of short reports for funders where appropriate.
- Supporting the Engagement Manager and the Family Engagement Officer to work with Development Team colleagues as and when necessary to design, produce and disseminate publicity for events where requested by the funders including use of social media and website updates.
- Supporting the Engagement Manager and the Family Engagement Officer liaising with landowners and managers (including Forestry Commission, Parish Councils, etc.) within Herefordshire's most deprived urban and rural wards in order to provide children with natural environments in which to play.

**Other duties:**

- Undertake health and safety duties commensurate with the post and as detailed in the Trust's Health and Safety policy;
- In all contacts to present a positive image of the Herefordshire Wildlife Trust and its partners;
- Take advantage of formal and informal opportunities for personal and professional development, and participate in appropriate training activities.
- Comply with all other organisational policies and relevant legislation e.g. Equal Opportunities – it being the responsibility of the post holder to make themselves aware of such items.
- Encourage, develop and support Trust volunteer involvement in your work (the latter being regarded as a major resource that makes a vital contribution to the Trust).
- Act as an ambassador for Herefordshire Wildlife Trust, constructing and maintaining positive relationships with volunteers, visitors and other organisations.
- Actively encourage those you come into professional contact with to become members of HWT - all staff are regarded as membership recruiters.
- Undertake such other duties and/or hours of work as may be reasonably required, and which are consistent with the general level of responsibility of this job.

## Volunteer Trainee Engagement Officer Person Specification



<b>Post title:</b>	Volunteer Trainee Engagement Officer
<b>Responsible to:</b>	Family Engagement Officer
<b>Status:</b>	Part-time (7.5 to 22 hours/week)
<b>Salary:</b>	£ Unpaid (training allowance and mileage budget only)

### Knowledge and experience

It is essential that the post holder:

- Has a love of the outdoors and a passion for UK wildlife and natural heritage or willingness to learn.
- Has some previous practical experience of working with children and young people within the play or education sector.
- Has an understanding of the importance of access to outdoor play, has experience managing risk and understands the importance of ensuring play is inclusive.
- Is able to recognise discrimination in its many forms and how this may affect children involved with the projects.
- Can demonstrate enthusiasm for wildlife and the environment and the issues that affect it.

It is desirable that the post holder:

- Has GCSE grade A\* - C or equivalent in Maths and English.
- Is qualified Level 2 (or equivalent) in a relevant subject working with children / young people or willing to gain this if offered during traineeship.
- Has an interest in supporting community initiatives and has local community knowledge;
- Is able to support engagement staff encouraging community involvement in projects, targeting wherever possible those facing social exclusion.
- Has awareness of rural community needs and issues.
- Has experience of working with volunteers.
- Has a current First Aid qualification.
- Has their own vehicle and a current driving licence.

### Skills and abilities

It is essential that the post holder:

- Has a high level of personal effectiveness, and excellent communication, people and networking skills.
- Has an ability to communicate effectively with, and relate to, people of all ages, abilities and backgrounds.
- Has an ability to prioritise work, generate and assess ideas and adopt a logical problem solving approach.

- Has strong negotiation skills.
- Is able to form and maintain strong partnership working arrangements.
- Is able to support volunteers and be sensitive to their needs;
- Has sound IT skills including Microsoft Office applications and email.

It is desirable that the post holder:

- Is able to provide good quality environmental activities for children.

### **Other**

It is essential that the post holder:

- Is able to work outside standard office hours, especially at weekends and to work longer hours during the peak work seasons of April to August and October half term
- Has a successful enhanced disclosure report.