

## Job description

Post title: **Nature Tots Officer**

### Main Job Purpose:

To meaningfully engage families with children 5 years and under in nature and free play.

Term: Fixed term, three years.  
Hours: Year one 22.5 hours per week; Years two and three 7.5 hours per week  
Additional hours maybe available subject to funding. The role is likely to require some weekend working.  
Reports to: Youth and Wellbeing Officer  
Location: Queenswood Country Park, Hybrid, Home working, Hereford City  
Line Management  
Responsibility: Volunteers  
Liaison with: HWT staff and stakeholder organisations: early years settings and community groups

### Project overview

Nature Tots aims to engage families with children 5 years and under in nature play, sparking an early love of the natural world. It provides families with the opportunity to spend time together in a natural setting, building relationships and discovering fun things to do together as a family. For the child, Nature Tots builds confidence and skills in all areas of development – personal, emotional social and ecological.

Our WildPlay programme delivers community play events to provide children and young people, who are most in need of experiencing challenging, but safe, outdoor play, the opportunity to engage with their natural environment.

### Key Responsibilities:

The Nature Tots Officer will lead the delivery of the Nature Tots programme, designing and delivering the sessions as well as managing the administration and publicity.

As this post involves significant contact with children, employment will be subject to a successful Enhanced Criminal Records Bureau check.

### Nature Tots programme delivery

- Ensure the successful delivery and evaluation of the programme
- Manage relevant costs in line with the budget
- Ensure safety of the child as paramount
- Actively work with community and stakeholders

### WildPlay delivery

While the Nature Tots programme will be the priority for this role, the post-holder will also lead scheduled WildPlay activity sessions as part of the WildPlay programme.

- Ensure the successful delivery and evaluation of WildPlay sessions
- Support the Youth & Wellbeing Officer with administration of the WildPlay programme.

### **Volunteer management**

- To recruit, support and manage volunteers who engage with the programme

### **Communications**

- To lead the Nature Tots programme communications including
  - promoting the sessions, encouraging more and diverse families to get involved
  - Sharing success stories

Via social media posts and videos and updates for Herefordshire Wildlife Trust's digital newsletters and printed magazines

### **Other duties**

- Undertake Health and Safety duties commensurate with the post and as detailed in the Trust's Health and Safety policy
- Comply with all other organisational policies and relevant legislation e.g. Safeguarding– it being the responsibility of the post holder to make themselves aware of such items
- Take advantage of formal and informal opportunities for personal and professional development, participate in appropriate training activities in consultation with your line manager
- Cascade relevant skills and knowledge to relevant staff and volunteers
- Act as an ambassador for Herefordshire Wildlife Trust, constructing and maintaining positive relationships with volunteers, visitors and other organisations
- Actively encourage those you with whom you come into professional contact to become members of HWT (all staff are regarded as membership recruiters)
- Contribute to external and internal communications, media and events as required.
- Undertake any other work that might be deemed necessary by HWT commensurate with the level of responsibility of this post. Work with the broader HWT team on any other activities that match your skills and abilities as agreed with your line manager

### **Person specification**

#### **Qualifications (one of the following)**

- Level 2 Forest School and outdoor learning training
- Level 2 play work diploma
- Equivalent experience

#### **Essential Knowledge and Experience**

- Experience of working in an early year's setting
- Knowledge of play theories in early years
- Experience of working with children and families in outdoor settings
- Proven track record of organising and running activities
- Excellent understanding of H&S and Safeguarding best practice

#### **Desirable Knowledge and Experience**

- Experience of working with diverse or underrepresented communities
- Experience of working with volunteers
- First Aid qualification
- Knowledge of the natural world and principles of nature conservation

### **Skills - Essential**

- Excellent interpersonal skills and ability to relate to young children
- Adaptability and ability to be flexible with plans
- Ability to build strong relationships
- Proficiency in using social media Microsoft office and engagement platforms
- The ability to work on your own initiative and as part of a team

**Skills - Desirable**

- Good social media skills

**Other Essential**

- Valid Full Driving license, Own vehicle with business insurance
- Clean Enhanced DBS Check
- Willingness to work at weekends and outside office hours

**Personal Attributes**

- Passionate about the importance of wildlife and the natural environment to the health and sustainability of the planet's climate and eco-systems
- Passion for engaging children and families with nature
- Self -motivated, proactive and able to work independently or in a team
- Empathy and patience when dealing with children and families
- High level of integrity and professionalism

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**Our Safeguarding Commitment:**

## We will...

- Not tolerate any form of abuse or neglect within The Wildlife Trusts.
- Take all reasonable steps to protect children, young people and adults at risk who visit our sites, take part in our activities, or engage with us online.
- Give equal priority to keeping all children, young people and adults at risk safe from harm, regardless of their age, disability, gender, race, beliefs, sex, or sexual orientation.
- Provide our staff, volunteers and trustees with the knowledge and tools to guide them in protecting children, young people and adults at risk from abuse and neglect.

## We will achieve this by...

- Supporting staff and volunteers by establishing a clear policy and procedural framework, transparent reporting and promoting a culture of learning throughout the movement.
- Encouraging staff and volunteers to discuss any concerns immediately or as soon as practically possible with their line manager/supervisor or designated safeguarding lead.
- Recruiting our staff and volunteers safely by following the principles of safer recruitment guidance.
- Recording and storing information safely and in accordance with the UK General Data Protection Regulation.
- Recognising the position of trust in which staff, trustees and volunteers are regularly placed and use our procedures and work with our local authorities to manage any allegations against them appropriately.

- Establishing online safety guidelines to keep everyone interacting online with The Wildlife Trusts as safe as possible.
- Ensuring that we provide a safe physical environment for children, young people, adults at risk, staff and volunteers, by adhering to health and safety measures in accordance with the law and regulatory guidance.
- Working in partnership with the statutory agencies responsible for the Safeguarding of children, young people and adults at risk.
- Ensuring that any third-party individual or organisation involved in delivering activities on behalf of The Wildlife Trusts has appropriate safeguarding arrangements, experience, qualifications and insurance.

### **Commitment to Diversity and Inclusion**

We are committed to creating an inclusive workplace where everyone feels valued and respected. We actively encourage applications from individuals who are underrepresented in the conservation sector, including, but not limited to, people from minority ethnic backgrounds, women, LGBTQ+ individuals, people with disabilities, and those from socio-economically disadvantaged groups. If you require any reasonable adjustments during the recruitment process, please let us know. We use an anonymous shortlisting process which means that personal details such as name, age, gender, and other identifying information are removed from applications before they are reviewed. Our focus is on your skills, experience, and potential to succeed in the role.

### **Commitment to Disability Confident Level 1**

We are a disability confident committed employer and guarantee an interview to any disabled candidate who meets the essential criteria.