

Job title: Community Officer, Hereford ~ River City

Main role purpose:

To meaningfully engage a wide and diverse audience with the project, co-developing programmes of activity with schools, communities and partner organisations.

Term: Fixed Term. Expected completion date 31 August 2027. With possibility of 3-year extension dependant on submitting a successful grant application for the delivery phase of the project.

Hours: Part-time, 30 hours a week

Salary: £22,480 (pro rata) a year, (£28,100 FTE)

Reports to: Project Manager, Hereford ~ River City

Location: Hybrid working - Queenswood Country Park, Hereford City, home working

Management responsibility: Volunteer groups

Liaison with: Herefordshire Wildlife Trust staff, partner organisations, community groups, local organisations

Project overview:

The Hereford ~ River City project aims to restore, reconnect and celebrate Hereford city's waterways and wetlands. It will explore the history of the city's green and blue corridors, restore the wildlife habitats and corridors and connect communities to past and present natural history. This role is part of the project team for the initial development phase of the project. Dependent on funding, there will then be a 3-year delivery phase.

New habitats will be created at key locations on the Yazor, Widemarsh and Newton Brooks. Volunteer groups and citizen science groups will run regular restoration activities. The city's watercourses will be cleaner and with wildlife thriving within and around them. Access will be improved with signposting, trails and physical and digital interpretation showcasing the natural and social heritage of the watercourses.

We will collaborate with communities to improve people's connection to nature, to improve their mental wellbeing and sense of place. We will co-create participatory activities including volunteering and training opportunities. We will harness the arts and natural play to engage diverse audiences in new ways. We will research, share and celebrate the economic and social histories of the waterways and water meadows.

Main responsibilities

The Community Officer will be part of the Hereford ~ River City project team. They will be line managed by the Project Manager and work with the Nature Recovery Officer, project partners, local communities and volunteer groups to achieve the outcomes of the project. They will also work closely with the Trust's Nature Recovery and Nature Action teams.

Project delivery

- Contribute to the successful delivery and evaluation of the Hereford ~ River City project plan.
- Attend project team meetings to evaluate progress against project plan and planned outcomes.
- Manage relevant costs in line with project budget.
- Work closely with the project manager to create a detailed project plan and associated activities ahead of the delivery phase.
- Support the development of the grant application for the delivery phase.

Community engagement

- Lead on liaising with local schools, colleges and university students to co-develop curriculum activities, interactive educational activities and resources and delivering assemblies for their benefit and to achieve the project outcomes.
- Lead on liaising and communicating with project partners, local community groups and stakeholders including inviting and welcoming people and groups less/ not involved in the project, including people from lower socio-economic backgrounds, children and young people and people experiencing poor mental wellbeing. In particular, to engage individuals who are neurodivergent, refugee and migrant communities, and the LGBTQ+ community (particularly trans people). The Community Officer will co-develop a programme of activities for eliminating barriers and creating positive engagement with these communities.
- Collaborate with project partner Herefordshire Lore to deliver a research and oral history project that uncovers the stories of the city's waterways.
- Collaborate with the Herefordshire Wildlife Trust 'WildPlay' team and local communities to design a programme of children's outdoor activities.
- Facilitate and promote all events and activities detailed in the project plan.
- Represent and promote the Trust and the project to groups and individuals.
- Liaise with all groups and interested parties to plan and shape the delivery phase.
- Work closely with the project manager to create a detailed project plan and associated maps and events ahead of the delivery phase.
- Work closely with the project manager to coordinate development phase activities and gather the necessary information for a high-quality delivery phase application to The National Lottery Heritage Fund.
- Contribute to external and internal communications, media and events as required.

Volunteer management

- Recruit, support and manage volunteers across all elements of the project and support the Nature Recovery Officer in managing citizen science, surveying and monitoring volunteers.

Communications

- Support all project communications and lead on production of social media posts, video, blogs and digital newsletters to inform and engage and encourage more and diverse audiences to get involved.

Other duties

- Take responsibility for your own personal and professional development.
- Act as an ambassador for Herefordshire Wildlife Trust, building and maintaining positive relationships with volunteers, members of the public and other stakeholders.
- Be an advocate for Trust membership.
- 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

- Undertake any other work that might be deemed necessary by the Trust commensurate with the level of responsibility of this post. Work with the broader team on any other activities that match your skills and abilities as agreed with your line manager.

Person specification

Qualifications

No formal qualifications required but relevant experience in community engagement is highly valued.

Essential knowledge and experience

- Experience of working in a community engagement role.
- Knowledge of environmental and social issues associated with the natural environment.
- Experience of working with diverse or under represented communities.
- Experience of working with children and families and in schools.
- Proven track record of organising community events or initiatives.
- Good knowledge of health and safety.

Desirable knowledge and experience

- Experience of working with volunteers and contractors.
- First Aid certificate.

Essential skills

- Excellent communication skills and ability to convey information simply and concisely to a wide range of audiences.
- Ability to build strong relationships with community members.
- Proficiency in using Microsoft Office and engagement platforms.

Desirable skills

- Good social media skills.

Other essential requirements

- Valid full driving licence, own vehicle with business insurance.
- Willingness to work at weekends and outside office hours.
- Willingness to work outdoors sometimes in inclement weather.
- Clean Enhanced DBS Check.

Personal Attributes

- Passionate about nature conservation.
- Passion for community development and engagement.
- Self-motivated, proactive and able to work independently or in a team.
- Empathy and patience when dealing with community members.

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,

disabled people, and those from socio-economically disadvantaged groups. If you require any reasonable adjustments during the recruitment process, please let us know. We use an anonymised 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.



Using money raised by National Lottery players, The National Lottery Heritage Fund supports projects that connect people and communities with the UK's heritage. The Hereford River City project is made possible with The National Lottery Heritage Fund.



We are a Disability Confident Committed employer and welcome applications from disabled people and guarantee an interview to disabled applicants who meet the essential criteria. We will provide reasonable adjustments throughout the recruitment process and in the workplace. If you require adjustments, please let us know.