



## Job Description

### Engagement Officer – Green Farm

<b>Role:</b>	Engagement Officer – Green Farm
<b>Job purpose:</b>	To deliver the engagement elements of the Trust’s land acquisition and restoration project at Green Farm. This involves engaging with the local community to support the Trust in this work and encouraging people to take action for wildlife themselves. Green Farm lies adjacent to Monkwood nature reserve.
<b>Duration:</b>	Fixed term, six months contract (21hrs p/w 0.6FTE)
<b>Salary:</b>	£26,667 per annum FTE (£16,000 for 0.6 FTE)
<b>Reporting to:</b>	Engagement Team Leader
<b>Staff management:</b>	None
<b>Other key relationships:</b>	Senior Fundraising Officer, Head of Fundraising and Engagement, Reserves Officer – West, Reserves Team Leader, Head of Conservation, Communications Lead, other staff and local volunteers.

### Background

Monkwood nature reserve is a semi-ancient woodland owned by Worcestershire Wildlife Trust and managed in partnership with Butterfly Conservation, with whom we co-own the adjacent Little Monkwood. The site is significantly important for butterflies, woodland birds, fungi and dormice amongst other species. Monkwood is to the north of Worcester in the parish of Grimley.

The Trust has been successful in fundraising to expand, connect and protect Monkwood for the first time in over 300 years through purchasing land to the immediate west of Monkwood at Green Farm. The area managed as a nature reserve has expanded to over 200 acres, providing wonderful, improved habitats across a range of meadows, wooded areas and hedgerows.

This fantastic habitat creation project began in 2022 and since then we have worked with local schools, community groups and like-minded organisations to plant over 4000 trees on Green Farm. We’ve also helped to educate, inspire and involve local people in making the areas around Monkwood better for wildlife

through hosting numerous local events, walks, talks and practical activities. The project is in its final phase with six months remaining; a great opportunity lies ahead for someone to bring this project to a close and play an important role in such a positive conservation and community story.

The Engagement Officer for Green Farm will be responsible for completing the successful delivery of community engagement elements of the project, predominantly working alongside colleagues in the reserves and engagement teams at the Trust. The project is made possible due to funding from the National Lottery Heritage Fund, Severn Waste Services, The Banister Charitable Trust, L G Harris Charitable Trust, 3DTotal.com and generous private donations from many of our members and supporters.

Community engagement is an essential part of the Trust's work. We recognise that to give nature the best chance of recovering and flourishing in Worcestershire, the support of communities across the county to take action is vital. This can be on their local patch as well as conservation work on our nature reserves. The project has enabled us to create vital new habitats on our new nature reserve and connect in a meaningful way with the people who live or work in the surrounding area.

The Engagement Officer will work with colleagues over the remaining months of the project to deliver a range of community engagement activities, both on site and within the local community, working with local groups, such as Wildgoose Rural Training CIC and other community organisations. As the project is at the later stages, the officer will have a focus on the project evaluation and final reports to help demonstrate the impact and learning of the project.

## **Role specification**

### **a) Project management**

- Manage delivery of the engagement work plan as set out in the overall project plan.
- Manage the monitoring and evaluation of the community engagement elements of the project.
- Work with the Senior Fundraising Officer and Engagement Team Leader to put together information for reporting to the National Lottery Heritage Fund.
- Co-ordinate evaluation of events and activities, compile annual evaluation information and co-ordinate and deliver final year evaluation with colleagues.

### **b) Project delivery – Community engagement**

- Continue to oversee the delivery of the community engagement workplan as set out in the project plan.

- Work with the Reserves Officer - West, the Engagement Team Leader and other relevant staff to organise events and activities across Monkwood, Green Farm and the surrounding area.
- Work with community organisations (Wildgoose Rural Training CIC, local schools, faith and community groups) to deliver events and activities.
- Organise an annual community event in the nature reserve.

**c) Legal Obligations**

- Manage activities and volunteers to ensure that all legal (including Health and Safety and data protection) and contractual obligations are fully met, working with other staff where appropriate.

**d) Contribute to the overall work of the Trust**

- Assist with, attend and support Trust events, activities etc as required.

## **Person specification**

### **Skills:**

- Able to organise and plan work effectively
- Able to work co-operatively as part of a team
- Able to work independently and lead when required
- Excellent verbal and written communication skills
- Computer literate inc. word processing, spreadsheet and database skills
- Clean driving licence

### **Experience:**

- Experience of delivering relevant projects or similar/related work
- Delivery of educational and/or engagement activities with a wide variety of groups
- Planning, producing and developing activity sessions
- Working with volunteers

### **Knowledge:**

- Community engagement and consultation techniques
- Basic familiarity with wildlife and conservation issues in Worcestershire and ideally those relating to woodlands and grasslands
- Health & Safety requirements and implementation

### **Personal Qualities:**

- Well organised and methodical
- Flexible and able to respond to changing circumstances and demands
- Personal enthusiasm for the Trust's aims
- Confidence in dealing with people and groups of people

January 2025