



**Worcestershire**  
Wildlife Trust

## Project Assistant - Neighbourhoods Nurturing Nature Job Description

<b>Role:</b>	Project Assistant - Neighbourhoods Nurturing Nature
<b>Job purpose:</b>	<p>To assist with the delivery of the Trust's project '<i>Wilder Worcestershire - Neighbourhoods Nurturing Nature</i>'. This is an entry level role that is suitable for anyone, irrespective of their previous employment experience or qualifications, who is looking to begin a career in nature conservation.</p> <p>The project focuses on the areas around Droitwich and Worcester, connecting the River Salwarpe to the River Severn, and aims to work with a diverse range of community and youth groups to improve spaces for nature. The role will focus on assisting aspects of the project with a particular focus on supporting events, support to groups and project administration.</p> <p>The project is part-funded by the National Lottery Heritage Fund.</p>
<b>Hours:</b>	2 days (14 hours) per week
<b>Salary:</b>	£9,200 per year (£23,000 FTE) per year
<b>Reporting to:</b>	Project Manager - Neighbourhoods Nurturing Nature
<b>Contract Type:</b>	Fixed Term - 18 months from start date
<b>Other key relationships:</b>	Head of Fundraising & Engagement, finance and operations team, communications team, engagement team members and Honorary Officer for Resources (Trustee).

### About us

We are Worcestershire's leading nature conservation charity, committed to protecting wildlife and the natural environment. We are supported by over 21,000 individual members. Our 40 staff are supported by our 500 volunteers who are vital to the delivery of our work. We manage 75+ nature reserves across the county, covering 12.5 square kilometres of land, and provide land management advice across around a quarter of the county. We also work to inspire people to take action for nature and this includes work with schools and young people, communities and local businesses.

Our three goals set out in our strategy to 2030 are:

- Nature in recovery: 30% of land for nature by 2030.
- Action for nature: one in four taking action for nature by 2030.
- Sustaining our future: more diversity, more funding and carbon zero by 2030.

We are one of 46 independent Wildlife Trusts operating across the UK.

We aim to inspire, empower and engage people from all backgrounds, cultures, identities and abilities as well as cultivate inclusive workplaces. Find out more - [www.worcswildlifetrust.co.uk/wild-about-inclusion](http://www.worcswildlifetrust.co.uk/wild-about-inclusion)

## **Key areas of activity**

The State of Nature 2023 report shows that nature is continuing to decline at an alarming rate across the UK. A significant contributor to these declines is the disconnection between people and nature. Our *Wilder Worcestershire – Neighbourhoods Nurturing Nature* project focuses on the urgent need to tackle the biodiversity crisis and reconnect communities with nature in Worcestershire. During our first year we have supported community-led action and encouraged collaboration among a diverse range of stakeholders to create a positive impact on the county's natural heritage.

Our project centres on the River Salwarpe to River Severn corridor, encompassing towns like Droitwich, Fernhill Heath, Worcester and Kempsey. This corridor features diverse natural landscapes including rivers, canals, parks, grasslands and woodlands that host vital habitats and species. It is rich in opportunities to support and encourage local communities to take action for nature.

Our project involves close collaboration with various community groups, local organisations, local authorities and other key stakeholders. We are engaging with a diverse range of people in these communities, with a particular focus on young people (ages 13-25), marginalised communities and nature enthusiasts.

## **Role specification**

### **a) Assist with the delivery of advice and support to community and youth groups**

- Assist the project team to deliver advice and support to community and youth groups in the targeted project area including:
  - Support enquiries – track and respond to enquiries for advice and support
  - Assist with the delivery of face-to-face advice to community and youth groups

- Support the project team with assisting community and youth groups in implementing habitat improvements
- Assist the project team to update and improve project resources for use by community and youth groups.

#### **b) Assist with the delivery of a range of project events**

- Assist the project team with organising and running a range of events as set out in the project plan, activity plan and general funding application including:
  - Annual project events and end of project celebration
  - Community listening events
  - Training events for groups and volunteers
  - Networking events for groups and individuals taking action for nature
  - Attendance at relevant public events in the priority areas
- Comply with the project risk assessment and all health and safety requirements.
- Assist with keeping records of event attendance and feedback from events.

#### **c) Assist with project monitoring, evaluation and reporting**

- Assist the project team and external evaluation partner to ensure the project monitoring and evaluation requirements are being met by keeping suitable project records (e.g. feedback forms, event attendance records).
- Assist the project team with reporting to the National Lottery Heritage Fund and internally within the Trust, which will include providing project records including photos.

#### **d) Assist with project communications**

- Assist the project team and Communications Lead to provide regular content to promote the project (e.g. photos of an event or community group) via Trust communications channels including social media.
- Assist project colleagues to contribute and co-ordinate regular project blogs.
- Assist the project team to work with community and youth groups to encourage them to share their stories through films (professional and via project team), examples online, and through the networking events.

#### **e) Contribute to the overall work of the Trust**

- Attend and contribute to staff team meetings, trustee meetings and others as required.
- Assist with, attend and support Trust events, activities etc as required that are relevant to project objectives.

- To carry out all other such duties and may from time to time be determined by the Project Manager, Engagement Team Leader or Head of Fundraising & Engagement.
- Deputise for Project Officer where appropriate.

#### **f) Legal**

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

### **Post-holder specification**

This is an entry level role that is suitable for anyone, irrespective of their previous employment experience or qualifications, who is looking to begin a career in nature conservation. We hope to find someone who is interested in the role with a personal enthusiasm for nature, is self-motivated, has creativity and initiative and is committed to equality, diversity and inclusion.

A lived experienced of the communities and youth organisations we hope to reach would be beneficial.

Training and support will be provided.

February 2025