



**Herts &
Middlesex**
Wildlife Trust



Wilder Communities Officer

Recruitment Pack

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1 Message from the Chief Executive

Wildlife is in trouble. We need to reverse the trends in species and habitat decline and this is a crucial time to address the ecological and climate crisis. Are you the person we are looking for to play a key role in nature's recovery in Hertfordshire and Middlesex?

Our strategy for a wilder Hertfordshire and Middlesex is ambitious. We have set a target of 30% of land to be protected and managed for wildlife by 2030 and we want to be a catalyst for a step change in the number of people taking action for wildlife.

We have been lucky enough to secure funding from the National Lottery Communities Fund and Swire Charitable Trust to deliver of a three year *Wilder Watford* programme of community organising and support with the aim to create more space for nature in Watford.

We are recruiting for a Wilder Communities Officer. You'll be part of the Trust's Engagement Team, leading the delivery of a programme of targeted community organising activity and supporting local action for wildlife.

We are seeking a highly personable, passionate and organised team member. You will need to be equally comfortable building relationships within communities as you are engaging with local decision makers. We are looking for someone who is willing to take responsibility and show courage and integrity. Someone who is committed to inspiring and supporting community-led action for nature, and able to empower local people to create more wildlife rich spaces on their doorstep. You must be a compelling advocate for the work of the Trust.

If you feel you have the drive, knowledge and experience we need and want to work with people who care passionately about the future of wildlife, please do apply.

Lesley Davies

Lesley Davies
Chief Executive



2 About the role

Title	Wilder Communities Officer
Reports to	Engagement Manager
Responsible for	Volunteers
Work base	The Trust's activities cover Hertfordshire and the London Boroughs of Barnet, Enfield, Harrow and Hillingdon. The post is based at the Trust's offices at Grebe House, St Albans, AL3 4SN. The Trust supports flexible working including working from home.
Hours	37.5 hours per week, 36 months fixed term contract with potential to extend
Salary	SCP 24 £28,057 plus contribution to pension auto-enrolment.
Job purpose	<p>The Wilder Communities Officer will inspire and support community-led action for wildlife in Watford, empowering local people to create more wildlife rich spaces on their doorstep. Working with colleagues across the Trust, the officer will help to build a wilder future through local community action for nature.</p> <p>The postholder is expected to support and embrace a positive team culture, and to uphold the Trust's values and expected behaviours at all times. They should act as a positive role model for staff, volunteers and external stakeholders through a professional, collaborative and engaging approach.</p>

Main responsibilities

1. Establishing a regular presence in identified communities in Watford, providing local people with easy access to information, resources and expertise about nature in their local area, showcasing the diverse ways that people can get involved and make a difference, and gaining deeper understanding of local needs and aspirations for nature.
2. Seeking out and building positive relationships with existing community groups, leaders and representatives to share project objectives, enhance project reach and add value to other local projects and initiatives.
3. Offering training and learning opportunities to existing, new and potential local wildlife champions, helping them shape and lead initiatives that will involve others and make a difference to nature where they live.
4. Facilitating opportunities that enable community leaders to share learning and experiences which promote self-supporting, peer-led networks.
5. Actively seeking out under-represented groups to better understand what barriers exist to nature connectedness and to get a clearer understanding of what wilder/greener community might mean for them.
6. Supporting monitoring, reporting and evaluation activity as required.
7. Sharing experience and learning with colleagues across the Trust, The Wildlife Trusts and project partners, helping to shape how we support community-led action over the longer term.

8. Demonstrating our Trust values every day behaving with courage, respect, and integrity whilst trusting others and taking responsibility for your actions at all times.
9. Championing our commitment to being fully inclusive, accessible, and reflective of our local diverse communities, putting this into practice at every opportunity to maximise the success of our engagement activities.
10. To carry out any other duties as may be reasonably required, from time to time, determined by the Engagement Manager and/or Head of Department and/or Chief Executive.

The Trust retains the right to amend the job description in consultation with the post holder to reflect changes in or to the job.

Wilder Watford

Project summary

Herts and Middlesex Wildlife Trust has secured funding from the National Lottery Communities Fund and Swire Charitable Trust to deliver a three year programme of community-led action for wildlife in Watford.



	ESSENTIAL	DESIRABLE
Personal qualities	<ul style="list-style-type: none"> • Clear passion and enthusiasm to work with communities and to make a difference for wildlife • Positive, creative and resilient – open to new ideas/learning and flexible in approach • Warm and approachable with the ability to establish trust and build strong and consistent relationships with diverse audiences • An excellent listener and effective communicator, who can adapt their communication style to their audience and speak confidently in public • Co-operative and committed to working as part of a team to deliver proactively across the whole Trust. 	
Experience, Knowledge & Skills	<ul style="list-style-type: none"> • Knowledge of best practice in the field of community organising and empowerment and understanding of the challenges and barriers to community participation, and barriers to people taking action for nature • Experience of working with community members and/or community organisations to enable change. • Experience of developing and supporting community activities and projects • Ability to programme and deliver work within a project time limit, and to report and communicate against project outcomes and outputs • A working knowledge of safeguarding, data protection & Health & Safety issues relating to work with communities and volunteers. • Excellent communicator with a proven track record in developing strong relationships with key individuals/stakeholders (volunteers community organisations and/or statutory agencies) • An excellent team builder/player, but also able to work on own initiative and with a high degree of autonomy 	<ul style="list-style-type: none"> • Past experience of working on a grant funded programme • Experience of developing learning and training opportunities • Interest in UK wildlife, nature conservation

	<ul style="list-style-type: none"> • Excellent organisational skills – able to prioritise and manage a varied workload to tight and competing deadlines. • Outstanding personal skills with the ability to build rapport and maintain productive relationships with staff, volunteers, communities and community organisations • A high level of competency in the use of office-based computing software, including Microsoft Word, Excel, PowerPoint and Outlook, CRM databases and social media platforms. 	
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Conditions

- A commitment to equal opportunities and to the Trust's values.
- The role is based at our offices in Grebe House, St Albans, but travel to Watford will be required on a regular basis. Occasional travel to other locations across the area as well as national or regional meetings and conferences may be necessary for the role.
- Attendance at the Trust's office and at face-to-face meetings as agreed and as required by the role.
- The role may involve occasional weekend or evening work, as identified in the project work plan, for example to deliver talks, attend events or support promotional activities.
- Where the post-holder uses their car and drives on Trust business, they will be required to hold a full current valid driving licence and be insured for business. Travel expenses are paid as outlined in the Employee Handbook.
- The Trust operates a 37.5 hour week. Overtime is not available, but flexible working is encouraged and when applicable, time off in lieu may be taken for authorised additional time.
- A probationary period of 6 months applies.

How do we support you?

The Trust strives to be a positive employer supporting our staff through flexible and hybrid working, and training and development. We recognise the importance of our staff team and looking after their health and wellbeing. Our values and expected behaviours reflect the culture which the Trust seeks to maintain to ensure productive, efficient, effective and pleasant workplaces and roles.

In support of this, we offer an excellent benefits package, ranging from office perks, generous leave entitlements and financial benefits. You can find out more here -

<https://www.hertswildlifetrust.org.uk/jobs/benefits>

3 Recruitment and selection process

How to apply

First, read through the job description and requirements of the role.

If you have any specific questions relating to the role, or if you are excited by this opportunity but you don't meet every single requirement, then please do get in touch. You might be the person who could have the biggest impact and we are committed to supporting professional development.

Should you need any adjustments to the recruitment process, either at application or interview, please contact us.

If you would like an informal discussion about this opportunity or have any specific questions, you can arrange a call with Lea Ellis, Engagement Manager by emailing lea.ellis@hmwt.org.

When you are ready, please send us a copy of your up-to-date CV and a supporting statement (max 2 sides of A4), outlining your interest in the role and how you meet the role's criteria to recruitment@hmwt.org.

The application deadline is **9am, Monday 18th November**. Early application is encouraged as we will be reviewing applications as they are received and may contact you to discuss your application further before the interview stage.

All applicants will be sent a request to complete a voluntary, anonymous equal opportunities form online.

Selection Process

We will be contacting shortlisted candidates by close of play on Wednesday 20th November.

Shortlisted candidates will be invited to a full interview in person on Thursday 28th November at our offices in St Albans. Previous applicants who have been interviewed recently for a similar role may be invited to shorter interview via Teams or by telephone.

We try to get back to everyone, but this isn't always possible, so if you have not heard from us within a week after the application deadline, unfortunately it will mean that your application was unsuccessful on this occasion. Keep checking back on our jobs page though as we often have new opportunities.

An offer of employment made by Herts and Middlesex Wildlife Trust is subject to:

- Satisfactory written references
- A pre-employment medical assessment to ensure we make any necessary adjustments for you and to confirm suitability for the role
- Confirmation of the right to work in the UK
- A satisfactory Disclosure Barring Check

Information from your application will be processed in accordance with the General Data Protection Regulations. Individuals have, on written request, the right of access to personal data held about them. Please see our Applicant Privacy Notice on our website - hertswildlifetrust.org.uk/policies.

4 About Herts and Middlesex Wildlife Trust

Formed in 1964, Herts and Middlesex Wildlife Trust is a local nature conservation charity which strives to stand up for wildlife and play a leading role in nature's recovery. We are part of the national federation of Wildlife Trusts which cover the whole of the UK and we work closely with our Wildlife Trust colleagues to raise awareness of and deliver landscape-scale conservation.

Our office is based in the beautiful Verulamium Park on the edge of St Albans city.

We have around 50 members of staff, made up of full time and part time roles; all enthusiastic, friendly and committed to making a difference. Some roles including the Finance Team and Business Support Team are primarily desk-based. Our Nature Recovery Team and Development Team colleagues spend more time away from the office, managing our nature reserves, advising on land management and delivering community engagement.

We encourage all the members of the team to get involved in Trust-wide activities, such as our public events and the AGM, and visiting nature reserves. We regularly get together as the full staff team to hear about new projects, recent wildlife discoveries and community groups we are working with.

There is great contrast within Hertfordshire and the four Middlesex boroughs we cover, from urban areas to quiet agricultural landscapes. We have a wide variety of habitats from flower-rich grasslands and ancient woodlands, to our internationally important chalk streams. In our nature reserves and the wider countryside, we have nationally rare species such as water voles and black necked-grebe. Protecting existing places which are important for wildlife and seeking to connect these sites is vital. Our area faces the combined challenges of climate change and biodiversity loss, as well as high levels of new housing and transport infrastructure.

The Trust's Strategy 2030 sets out our vision and goals. We want to see more space for nature and more people standing up for wildlife and taking action. It is also important that nature is recognised as playing a central role in helping to address issues such as climate change and health and wellbeing. An objective shared by all the Wildlife Trusts is to achieve 30% of land managed and protected for wildlife by 2030.

Working at the heart of communities across our area, we have 23,000 members who support us financially, and over 1000 volunteers. Our board of 12 Trustees are drawn from a variety of backgrounds, from business to local government and the charitable sector.

We run a variety of partnership projects which aim to inspire the local community and be the catalyst for action. Inspiring people to take action for wildlife through events, communications, project work and advocacy work is core to the Trust and aims to help us to achieve the step change needed to give wildlife and wild spaces a more positive future.

We manage over 40 nature reserves which cover habitats including ancient woodland, lowland meadows, heathland, wetlands and lakes. They are managed to maximise their value for wildlife and to be welcoming places for visitors. We also provide advice to landowners such as schools, golf courses, local authorities and farmers on action they can take for wildlife.

The Trust hosts the Herts Environmental Records Centre and in 2020 we published the Hertfordshire State of Nature report. This analysed changes to species and habitats over the last 50 years and

identified priorities for conservation action in our area. This research underpins the work of the Trust and we use it to inform the work of others, such as the upcoming Local Nature Recovery Strategy.

Our planning advisors alongside the Records Centre play a vital role in informing the planning agenda, commenting on planning applications, local plans and major infrastructure to ensure that the ecological implications of new housing and infrastructure proposals are fully considered. We are playing a leading role in advising local authorities to understand and implement biodiversity net gain.

Our strategy

We believe that wildlife should be able to thrive alongside our everyday lives and that everyone benefits from having access to nature. If we work together as a community, nature will recover and we will create a greener, sustainable and wilder future.

This is a pivotal time and we must all take action for wildlife before it is too late. Based on the findings of the Trust's seminal report *Hertfordshire State of Nature*, published in 2020, we have created a strategy for nature's recovery across Hertfordshire and Middlesex, underpinned by three goals:

- More land in Hertfordshire and Middlesex is managed and protected for nature
- More people are standing up for wildlife and taking action for nature's recovery
- Nature plays a central and valued role in helping to address climate issues and people's health and wellbeing

Our values

We are passionate about standing up for wildlife and offer leadership in wildlife conservation in Herts & Middlesex. We do this by being:

- Driven to inspire and support others to take action for wildlife
- Forward looking with ambition and innovation
- Collaborative and partnership minded
- Delivery and solution focused
- Lead by science

Our culture

We are a welcoming organisation which encourages professionalism and consideration of others. We expect all our team members to strive to be:

- A positive member of the team
- Open to new ideas and ways of working
- Aware of self and others
- A great representative of the Trust
- Demonstrate good organisation and planning
- Strive to communicate well
- Demonstrate trust and integrity

To find out more about our work, please visit our website hertswildlifetrust.org.uk.

To view the Wildlife Trusts national website visit wildlifetrusts.org.



**Herts &
Middlesex**
Wildlife Trust



“We have the choice of a better – and wilder – future. A future where wildlife thrives alongside people. A future where nature helps us in the fight against climate change.”

The time is now to create a wilder future.”

Sir David Attenborough
President Emeritus, The Wildlife
Trusts

The Hertfordshire and Middlesex Wildlife Trust Limited (Herts and Middlesex Wildlife Trust), a registered charity in England and Wales (239863). A company incorporated and registered in England and Wales (company number 816710). Registered address Grebe House, St. Michael's Street, St. Albans, Hertfordshire, AL3 4SN.