



Care & Repair North East Wales
Gofal a Thrwsio Gogledd Ddwyrain Cymru

Job specification

Job title: Community Engagement Officer for Community Woodland Project

Office base: Rowleys Drive, Shotton, Flintshire

Duration: 12-month fixed term contract

Salary: £14 - £17 per hour depending on experience

Hours: 37 hours a week worked flexibly and to include evenings and weekends as required

Reporting to: Chief Executive Officer

Your job

The purpose of this role:

To develop and deliver the educational and community activities identified in the **'Place for You Community Woodland Project Plan'** with the support of the project team.

This will include:

- Running a programme of woodland visits and tree planting for local schools.
- Working with Deeside Pupil Referral Unit to run a programme of regular conservation and Forest School activities.
- Planning and running monthly public events such as tree planting, countryside craft taster sessions, bird box making workshops, bushcraft sessions.
- Planning and running a larger scale celebration event at the end of the project.
- Working with volunteer groups, some of whom have already been identified, and recruiting and supporting additional volunteers to assist in the delivery of the project.
- Keeping accurate records of attendance at events and outcomes reporting as per grant requirements, including gathering feedback in a variety of ways and collating the material gathered.
- You will act as the first point of contact for schools, community groups and individual volunteers face to face, by telephone, email and/or through social media and web enquiries.
- Planning, managing and monitoring expenditure for all activities in liaison with the Financial Officer.

Care and Repair is committed to complying with Data Protection Regulations (GDPR) and meeting the requirements of the Information Commissioners office (regulating data protection compliance in the UK). It is your responsibility to ensure the work you undertake is compliant with the GDPR.

Qualifications and training

- The successful candidate must be educated to A level, preferably degree level, or be able to demonstrate an equivalent level of educational achievement or ability.
- The successful candidate must have qualifications and/or significant experience in two or more of the following areas: running community projects; running volunteer programmes; environmental education.

Skills required

- Strong interpersonal and communication skills and the ability to work effectively with a wide range of people in a diverse community.
- Ability to communicate with school and community group leaders as well as stake holders from the police, council and other such stake holders.
- Ability to lead and train volunteers.
- An interest in and knowledge of woodland and the natural environment.
- Proven ability or demonstrable transferable skills to coordinate and organise activities and/or special events.
- IT and record keeping skills.
- Attention to detail.
- A good team player.
- Flexibility and adaptability.
- Enthusiasm and an ability to hit the ground running.
- Ability to plan and manage a project.
- Plan and report against project milestones, communicating at Director level.

To apply please send your CV and covering letter explaining what you can bring to the job role to jo.nicol@careandrepairnew.co.uk by 12 noon on Tuesday 13th February 2024

The project is funded by:

The Woodland Investment Grant (TWIG) scheme. It is being delivered by The National Lottery Heritage Fund in partnership with the Welsh Government

Parc Adfer Community Benefit Fund