

## DNAire Community Engagement Officer

ca. £25,000 pa (plus pension, expenses)

Do you want to connect people to their local wildlife as part of an exciting new team within a growing organisation?

Do you have the skills to deliver a wide-ranging and varied volunteer and community engagement programme?

Do you share our passion for improving our river?

Developing the Natural Aire (DNAire) is a partnership project with The Environment Agency. DNAire will once again allow Atlantic salmon to spawn in our river after an absence of 200 years. To celebrate their return and to safeguard the future of the river we are launching a wide-reaching programme of community engagement. Through this we will connect local communities to their local river.

You will be capable of working independently as part of a small team and demonstrate a committed, mature and flexible approach to your work. We are looking for an individual with experience of delivering practical engagement activities, such as walks, volunteer clean ups, environmental conservation and school environmental education workshops. As a creative communicator who will be able to enthuse and inspire others whilst building good relationships with partners and volunteers.

The Aire Rivers Trust is an independent environmental charity established to secure the preservation, protection, development and improvement of the rivers, streams, watercourses and water bodies in the Aire catchment. Through our work we seek to advance the public's understanding of the management of water and its interconnection with the wider environment. If you believe that you have the passion, commitment and skills to take this unique opportunity forward then we would like to hear from you.

To apply for this full-time post, please email to [simon.watts@aireriverstrust.org.uk](mailto:simon.watts@aireriverstrust.org.uk) along with your current CV and a supporting statement explaining how you believe your skills and experience match our requirements for the role, directly addressing the job description and person specification. This and further details about the vacancy can be found on our website at <https://aireriverstrust.org.uk/work-for-us/>

Please use the email title COMMUNITY ENGAGEMENT OFFICER JOB APPLICATION.

We would also request that you complete our Equal Opportunities survey at <https://www.surveymonkey.co.uk/r/2KHVQS9>

The closing date for applications is 12.00 noon on Friday 29<sup>th</sup> November 2019. Interviews will take place on Monday 9<sup>th</sup> December 2019 at our offices in Shipley.

## DNAire Community Engagement Officer

Reports to:	DNAire Community Engagement Manager
Location:	Currently in Shipley, Bradford
Remuneration:	ca. £25,000 pa (plus pension, expenses)
Hours of Work:	37 hours per week but note that significant working at weekends and evenings is likely to be necessary. Fixed Term 3-year contract.

### Primary Roles:

- To work with the DNAire Community Engagement Manager to deliver the agreed DNAire Activity Plan within budget, to the agreed timescales and to meet the defined outcomes of the project.
- To report on progress as required by the Community Engagement Manager.
- To ensure timely and accurate submission of information to support financial claims and reports for HLF to the Environment Agency.
- Day to day supervision of trainees or volunteers associated with the project.

### Typical Activities:

- Designing and delivering community engagement activities, including but not limited to guided walks, primary school visits and participation at community shows and events in the project area.
- Planning and delivering practical conservation days to improve and care for the river within the project area, including but not limited community clean ups, tree planting, path maintenance and in river habitat improvements.
- Complete all necessary reports, and keep suitable records in line with the funding requirements and document retention policy
- Highlight any new risks and issues identified during works, and work with the team to manage and resolve them.
- Supervise and support volunteers as appropriate to your role.
- Contribute to and assist in the production of publicity and marketing materials.
- Engage and consult with existing community groups, schools, clubs, voluntary sector, interest groups, local councils etc. to foster learning and a sense of ownership in the works.
- To represent the project with external stakeholders
- To maintain and develop working relationships with stakeholders, including The Environment Agency, Local Authorities, Yorkshire Water and others.
- To actively promote the Vision, Mission and work of the project.
- Ensure a high level of customer service in all dealings with the public.
- Ensure continuous development of skills and knowledge required for the post, undergoing training as necessary.
- Work within all the policies and procedures of the Trust, ensuring own compliance with the Trust's health and safety policies and procedures and that of any staff and resources for which you are responsible.
- Comply with all legal and contractual obligations concerning the responsibilities of your post.

- Carry out any other reasonable duties commensurate with the level of responsibility of the post, as requested by the Project Manager.

## Essential skills and knowledge

### Knowledge

- Qualified and/or experienced in people and community engagement and volunteer recruitment and retention.
- A working knowledge and understanding of river ecosystems.

### Skills

- The ability to enthuse, inspire, and teach children about our environment and the careers that protect it, in particular to primary aged children.
- The ability to lead, enthuse, inspire, motivate and teach people conservation techniques, to a wide range of audiences from young adults to retirement.
- The ability to deliver engaging public presentations, guided walks and talks
- Good at networking and able to maintain effective working relationships with a wide variety of people and organisations.
- Strong written and verbal communication skills able to influence a wide range of stakeholders. These will range from local authorities to community groups to third sector organisations.
- The ability to think creatively and flexibly in order to achieve the immediate and long-term objectives of the project.
- Understanding and commitment to equal opportunities good practice and ability to relate to people from a cross section of the community.
- Experience of working with a small organisation and the public or voluntary sectors.
- Proven ability to successfully manage the delivery of projects to time and budget.
- A good eye for and attention to detail.
- Able to prioritise (with management support) multiple, perhaps competing, work streams.
- An ability to work outdoors in all weathers.
- Good IT skills with a good working knowledge of Microsoft Office and social media.
- Familiar with appropriate Health and Safety requirements.
- A current driving licence and a vehicle suitable for travelling around the project area.

## Desirable skills and knowledge

- Experience of working with people from a wide range of backgrounds and ages.
- Experience of teaching or environmental education.
- Experience of leading practical conservation work.
- Experience of delivering public presentations, guided walks and talks.
- Working knowledge of GIS data systems such as ARC GIS.
- The ability to drive current ART objectives and contribute to developing future strategies.
- Familiarity with the River Aire and its associated communities from Leeds to Gargrave.
- Ability to raise match funding for projects.

We may ask you to undertake a DBS, or other relevant, check.