



Post: International Engagement Officer

Grade: 8

Directorate: HQ Conservation

Location: HQ, WWT Slimbridge Wetland Centre

Reporting to: Head of Wetland Link International

Main function of post: To support Communication, Education, Participation and Awareness (CEPA) delivery across WWT's international conservation programmes

Supervisory responsibilities: Volunteers; WLI intern

Hours worked: 37.5

Working pattern: Monday to Friday, 9.00-5.30

Main duties of the post

1. Support delivery of the Wetland Link International programme. This will include regular contact with wetland centre members, provision of information and support, updating the website and social media, and supporting the Head of WLI to deliver related programmes and projects. The post will also manage volunteers both in the UK and abroad, as well as the annual WLI intern.
2. Support and develop resources for suitable CEPA programmes across the HQ, Conservation Directorate to aid the delivery of WWT's international conservation programmes. This will include working on in-country programmes such as Cambodia and Madagascar, enhancing our work to engage and involve local people and build in-country capacity. It will provide opportunities to work on many other international programmes, both existing and in development.
4. Support linkages to the Experience, Engagement and Learning (EEL) Department of WWT. This department supports activities across our ten sites, including both formal and informal education and engagement activities. The role will work closely with the Head of EEL as well as learning managers and other relevant staff across the centres.
5. Share best practice amongst partners. A lot of good practice examples exist and are already being delivered by WWT's partners and beyond. You will research these examples and create

suitable formats for them to be shared internationally. This will include good practice tools and resources developed by WWT's international and national programmes.

6. Work with international conservation conventions to support delivery of CEPA-related programmes. Many international conventions related to wetlands include CEPA programmes and resources, such as the Ramsar Convention, the Convention on Biological Diversity, and the Convention on Migratory Species. Link to these programmes to support their objectives and feed into them.
7. Provide advice and support to WWT international partners. Our international partners generally deliver some form of CEPA activities, sometimes need some support. You will provide guidance and support on a case by case basis.
8. Work with integrated conservation and development teams to design and run social surveys that assess community perceptions and environmental awareness and monitor impacts of our programmes.
9. Contribute to a safe, healthy, secure and comfortable environment for all team members and visitors by complying proactively with all safety standards, procedures and risk assessments
10. As an environmental charity, we expect all members of staff to seek ways, wherever possible, to work in environmentally responsible ways and to minimise environmental impacts associated with their role and influence.
11. In addition to the duties and responsibilities listed, the post holder is required to perform any other reasonable duties that may be assigned by the supervisor shown above, from time to time.

Date raised: 6th July 2018

Amended:

Person Specification

1. Qualifications

Essential:

- First degree in Biological, Social or Ecological Sciences or equivalent experience

Desirable:

- Master's degree in Biological or ecological science.
- Qualification in teaching, community development or capacity building.

2. Experience

Essential:

- Delivering CEPA (communication, education, participation and awareness) activities with local groups or schools.
- Good knowledge of website management and social media usage.
- Able to work at long distance, using video conference and other options to develop good relationships with international partners
- Fluent English and another widely spoken language (French, Spanish, Chinese, Arabic, Russian).
- Excellent communications skills, particularly in supporting and developing international networks
- Training in desk top publishing, web design and/or social media use

Desirable:

- Managing wetland habitats or species projects.
- Work with or knowledge of Multi-lateral Environmental Agreements such as the Ramsar Convention.

3. Managerial & Supervisory

Essential:

- Experience of managing staff or volunteers
- Able to chair and manage meetings confidently and effectively
- Able to manage small projects, often at long distance, and to support and work with partners from a range of backgrounds.

Type of staff	Number managed	Number supervised
Employed Staff	0	0

Volunteers / Casual Workers	2	1
Contractors	0	0

4. Responsibility

Essential:

- Able to put together purchase orders and manage individual expenditure
- Able to create strong funding bids which result in well-run and effectively evaluated projects
- Manage small budgets
- Acting as an ambassador for WWT both in the UK and abroad.

Levels of Responsibility:

Type of Responsibility	Level (£'s)
Expenditure (exc. payroll)	£500
Cash Handling	£250
Assets (required for job, exc. buildings)	£0
Visitors (per annum)	

5. Creative Ability

Essential:

- Able to support partners and colleagues to put together creative and successful funding bids
- Able to work on very limited budgets whilst still achieving outcomes.
- Good persuasion and negotiating skills
- Ability to develop new projects and ideas.

Desirable:

- Good desk top publishing skills to create newsletters, website pages and publications

6. Contact

Essential:

- Relations with on the ground CEPA delivery projects

Desirable:

- Existing contact with national and global CEPA and wetland conservation organisations
- Links to Multi-lateral Environmental Agreements

General Notes

This position will from time to time require work during some evenings, weekends and public holidays to meet the needs of the post.

Whilst this post is based at WWT Slimbridge, some national and international travel will be necessary therefore a current driving licence is essential as is willingness to travel to other WWT Wetland Centres and other parts of the world.