



Post: Engagement Officer (Project Godwit)

Grade: 6

Directorate: Conservation

Location: Home-based but frequent travel to WWT Welney as well as to other sites in the local area (such as local schools) will be required.

Reporting to: Project Manager & Lead Aviculturist

Main function of post: To deliver an engagement programme for local schools and community groups as part of the EU LIFE funded Project Godwit.

Supervisory responsibilities: volunteers and consultants

Main duties of the post

- To deliver engaging outreach sessions to local schools and community groups.
- To contribute to the development of educational materials and outreach sessions based around black-tailed godwits and local wetlands, including working with external consultants as required.
- To be responsible for the sourcing and purchasing of props, artefacts and other materials/equipment for the outreach sessions and other engagement events.
- To develop a network of local schools and community groups interested in the conservation of black-tailed godwits and local wetlands.
- To carry out a survey of current Project Godwit interpretation and engagement materials in print and online and to develop innovative engagement materials as required.
- To be responsible for the delivery of Project Godwit guided tours at WWT Welney, with the support of volunteers.
- To assist with Project Godwit engagement events at WWT Welney and other project sites, as required, including working with volunteers to ensure events are efficiently supported.
- To assist with project-related PR activity and social media, as required.
- To assist with other project activities where necessary, potentially including working outdoors and with birds, particularly where this would help the post holder gain a full understanding of project activities.
- To work alongside volunteers encouraging, developing and supporting them in their work for WWT, ensuring that they have a positive volunteering experience
- To be responsible for working within the WWT health and safety policy and guidelines ensuring that the health, safety and wellbeing of yourself and others is an integral part of how your work

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: 4 November 2018

Amended: 27 September 2021

Person Specification

1. Qualifications

Essential:

- Educated to degree or vocational level or equivalent, in a related subject, preferably education, conservation or environmental science.
- Full UK driving license.

2. Experience

Essential:

- Previous experience of working in an outreach/education/teaching role.
- Experience developing educational materials and/or outreach sessions, and an understanding of the National Curriculum for England.
- Experience of delivering engaging events for children and adults.
- Willingness to travel regularly in the local area, to WWT Welney and occasionally to our wetland centres around the UK.
- An understanding of safeguarding issues.
- Computer skills with good working knowledge of MS Word, Excel and Outlook.

Desirable:

- Good knowledge of wetland conservation issues and of conservation education.
- Experience organising and managing the delivery of programmes or events.
- Knowledge of the fenland landscape and conservation priorities.
- Previous experience of working with schools local to the project area.

3. Managerial & Supervisory

Essential:

- Ability to determine priorities, set tasks and motivate volunteers.
- An enthusiastic team worker who displays a willingness to collaborate and openly share information with colleagues in a regular and timely manner.

Type of staff	Number managed	Number supervised
Employed Staff	0	0
Volunteers / Casual Workers	0	Up to 3
Contractors/consultants	0	Up to 3

4. Responsibility

Essential:

- Ability to manage event bookings, prioritise own workload, and work to deadlines under pressure.
- Ability to develop and manage effective relationships with a wide range of stakeholders – both internal and external.
- Ability to work independently and use initiative.

Levels of Responsibility:

Type of Responsibility	Level (£'s)
Expenditure (exc. payroll)	£2,000
Cash Handling	-
Assets (required for job, exc. buildings)	-
Visitors (per annum)	-

5. Creative Ability

Essential:

- A passion for delivering rewarding and meaningful nature based learning experiences.
- An interest in nature, science, and/or wildlife and a passion for involving people in nature conservation.
- Ability to develop and deliver innovative educational materials and outreach sessions for a range of learning audiences.
- An imaginative and creative outlook to solving problems and providing solutions.

Desirable:

- Ability to help develop on site interpretation and copy writing.
- Proven ability to use social media to successfully engage with local audiences.

6. Contact

Essential:

- Excellent communication skills in English; both verbally and in writing.
 - Excellent interpersonal skills with the ability to communicate, motivate and engage with a wide range of audiences.
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