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| **JOB DESCRIPTION** |

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**IDENTIFICATION OF JOB**

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# JOB TITLE - Dee Coastliners/Arfordirwyr Dyfrdwy Engagement Officer

**TEAM** - Operations Team

**RESPONSIBLE TO** - Dee Coastliners/Arfordirwyr Dyfrdwy Development Manager

**RESPONSIBLE FOR** - Volunteers, work placements

**OVERALL PURPOSE OF JOB**

Build community and stakeholder relationships in order to ensure community input into the Dee Coastliners National Lottery Heritage Grant second round application. The post holder will support the Dee Coastliners Development Manager with preparation of the second round application, partnership development and securing match funding.

**MAIN RESPONSIBILITIES**

* + Commission external consultants to carry out a Sense of Place Study for the Dee Estuary to understand people’s relationship with the estuary and inform the development of delivery-phase projects.
  + Work with communities and partners to develop community focused projects based on the following themes outlined in the first round application: Coastlives and Love My Estuary
  + Work with partners, communities and stakeholders to develop activities and other innovative ways to engage new audiences.
  + Establish partnerships with key organisations able to contribute to our work with new audiences.
  + Establish relationships with key recreational stakeholders in preparation for the delivery- phase development of a Recreational Code of Conduct for the Dee Estuary.
  + Establish relationships with key stakeholders amongst the local business community and among community groups with an interest in pollution prevention. Work with the Environment Agency and Natural Resources Wales to develop the Love My Estuary programme.
  + Work flexibly and responsively, taking on new responsibilities as appropriate to ensure Cheshire Wildlife Trust’s adaptation to a changing external world.

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| **JOB SPECIFICATION** |

1. Management and Supervision

* Working with other team members
* Responsible for providing regular guidance/ management for volunteers.

1. Accountability and Resources

* Responsible for delivering engagement objectives.
* Accountable for the development and delivery of activities within agreed budget parameters and outputs.

1. Job Impact

* Key member of the Dee Coastliners development team
* Ambassador for Cheshire Wildlife Trust whilst delivering activities and events responsible for upholding the Trust’s reputation, image and level of service.
* In order for the organisation to work effectively, you may be required to assist other areas of work and therefore you should be prepared to undertake other duties appropriate to the post as delegated by your line manager.

1. Independence and Judgement

* Overall supervision is provided but you will often be working alone and sometimes in collaboration with others.
* Responsible for managing your own time and work load on a day-day basis.
* Responsible for ensuring that health and safety procedures are fully observed.

1. People and Contacts

* Regular contact with public, CWT supporters, partner organisations, MPs, decision makers, local organisations and individuals, staff and volunteers.
* Will work with staff at all levels within CWT and members of the board of Trustees.
* Day-to-day contact with staff and volunteers.

1. Creativity and Innovation

* Development and delivery of inspiring, engaging and effective activities.
* A need to be versatile and flexible, able to adapt to a variety of daily challenges and sometimes last minute changes to planned work.
* Required to work with a wide range of audiences, ages and levels of ability in both formal and informal situations.

1. Working Conditions

* This is a 12-months fixed term contract. All new employees to the Trust undertake a probationary period, in which time they are expected to establish their role suitability.
* Salary £20-22,000 pa
* Full-time role based on 35 hours per week. The normal working day for CWT is 9am to 5pm. Occasional weekend and evening working will be required. time off in lieu will be available
* Holiday entitlement will be of 31 days (including 8 public and privilege days). Entitlement increases by 1 day per year up to a maximum of 5 extra days.
* This post is based at Holly Bank House, Thornton-le-Moors, Chester, but will required to attend occasional meetings at our Bickley Hall Farm headquarters. In addition travel across the Welsh and English side of the Dee Estuary is required.
* CWT operates an employee pension scheme which the post holder will be eligible to join.

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| **PERSON SPECIFICATION** |

**JOB TITLE** - Dee Coastliners/ Arfordirwyr Dyfrdwy Engagement Officer

**TEAM** - Operations Team

### Experience and knowledge Qualifications

### Essential

* + - Relevant degree or higher education qualification or equivalent experience
    - Working with communities and volunteers
    - Understanding of the principles of community engagement
    - Project monitoring and evaluation
    - Understanding of training and education issues
    - Organising and prioritising a competing workload
    - Organising events and community-based activities
    - Delivering inclusive community engagement
    - Working with / co-ordinating a range of organisations

### Desirable

* + - Understanding of current natural heritage and landscape issues
    - Understanding of the locality and the heritage of the Dee Estuary
    - Understanding of environmental grants / sources of funding
    - Knowledge of relevant Health and Safety regulations
    - Knowledge of the key organisations involved in Dee Estuary conservation
    - Managing large, multiple funded projects including Heritage Lottery Fund
    - An understanding of key elements of nature tourism
    - Experience of delivering projects to budget and deadlines

### Skills and abilities Essential

* + - Excellent written and verbal communication skills
    - A wide range of IT skills & fluency with social media
    - Excellent project management skills

### Desirable

* + - Fluency in spoken and written Welsh

### Personal Qualities Essential

* + - A commitment to landscape and heritage conservation
    - The ability to work effectively with people from a wide range of disciplines
    - Able to work co-operatively as part of a team
    - Able to work effectively under pressure
    - Self-motivation and able to motivate others
    - Current car driving licence and access to a vehicle