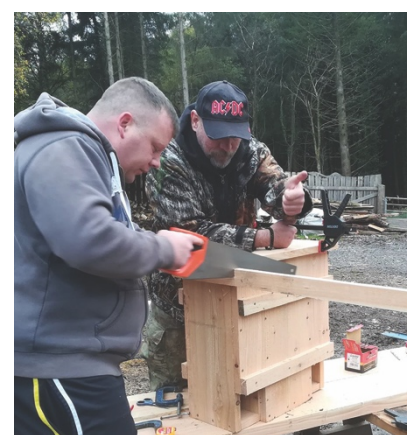


Volunteering and Community Engagement Officer Job Application Pack

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1. APPLYING FOR THIS POST

Please read all the information that follows.

If you feel you meet the job specification and job requirements, you are welcome to apply.

Applications must be made using the application form provided. Additional information can be submitted, eg, a CV, but the application form must be completed thoroughly and not include 'refer to CV' as the only answer in the question boxes.

Deadline for applications is 17:00 on Friday 24 July 2020 by email to: helenhenderson@vwt.org.uk or by post to:

Vincent Wildlife Trust, 3-4 Bronsil Courtyard, Eastnor, Ledbury, HR8 1EP

Interviews are planned for 3 or 4 August 2020 and may be held in person at our Bronsil office or via video conferencing. Full details will be confirmed ahead of the interview date. If you do not hear from us by 28 July, please assume that you have not been successful on this occasion. We do not send out rejection letters and do not have the resources to provide feedback for unsuccessful applicants.

2. BACKGROUND TO THE TRUST

Vincent Wildlife Trust is an independently funded charity that has been at the forefront of wildlife conservation for over 40 years. Our work focuses on threatened mammals in Britain, Ireland and, increasingly, continental Europe. Currently, the Trust's research is centred on the rarer bats and the smaller mustelids, including pine marten, polecat and stoat. VWT's mission is to conserve threatened mammals by leading the way with scientifically sound conservation work.

More detailed information is available on our website www.vwt.org.uk

3. JOB DESCRIPTION

Starting Salary	£24,000 per annum
Location of Job	Bronsil Office, Eastnor, Ledbury
Responsible to	Senior Carnivore Conservation Officer
Job Purpose	Working closely with conservation staff, lead VWT's volunteer work to support the Trust's conservation programmes and, in liaison with communications staff, undertake effective communication activities as part of VWT's awareness raising and public/stakeholder engagement programme.

Main Duties

1. Working closely with the Conservation Team, recruit, train, develop and support volunteers throughout their time at VWT, both with administration and project delivery in the field.
2. Maintain an overview of all volunteering activity across all projects and support conservation staff with embedding volunteering into project development.
3. Further develop VWT's volunteer strategy, ensuring this complements the Trust's Ten Year strategy and Conservation Programme.
4. Develop the volunteer administration system, ensuring this remains in line with best practice and current legislation. Maintain up-to-date records of all VWT volunteers and liaise with VWT staff to ensure records are accurate.
5. Manage the VWT Contacts Database and ensure it remains in line with GDPR.
6. In liaison with the Communications Team, use a range of communication methods to ensure volunteers are engaged, including social media platforms, newsletters and face-to-face communication.
7. Support VWT staff with community engagement and communications work where appropriate.

Other Duties

Office, training and personnel

To attend training courses that further the Trust's and personal development needs.
To be familiar with and abide by the Trust's policies and procedures.
To provide training and/or mentoring to staff and volunteers.

General

Carry out other duties commensurate to the role as required by the Trust.
Present a friendly, professional, competent and tidy personal image.
Keep Health and Safety matters as the over-riding determinant at all times and in all circumstances.

4. TRAINING AND DEVELOPMENT

As part of its commitment to investing in its people, Vincent Wildlife Trust trains and supports its staff in the delivery of their duties. Advice will be given in drawing up a personal development plan and all suggestions considered according to resources available and the over-riding priorities of the Trust.

5. OUTLINE CONDITIONS

This post is full time at 40 hours per week. Core hours of employment will be Monday to Friday, 9.30am to 2.30pm - flexibility outside of these hours is permissible according to personal preferences and in liaison with your line manager. Due to the nature of the Trust's work, evening or weekend work is sometimes necessary, for which time off in lieu is given. Due to the remote nature of the office location, the post holder should have access to a car. Business travel and overnight stays will be required at times, for which travel and subsistence expenses will apply according to the Trust's current policy. VWT pool cars will be available but should the job holder need to use their own vehicle occasionally for business use, with agreement of their line manager, they will be reimbursed for travel costs according to the Trust's current policy.

All staff are required to work within the policies and procedures of the Trust, to work harmoniously with each other and to provide appropriate assistance and advice to colleagues when desirable for the effective undertaking of their respective responsibilities, and to undertake other duties appropriate to the post as delegated by their line manager. A willingness to be flexible about working arrangements and to provide occasional cover for absent staff is desirable in order to maintain organisational effectiveness.

Benefits Package

Vincent Wildlife Trust offers a workplace pension scheme with Aviva. The Trust also provides life assurance after one year's service. The post holder is entitled to 25 days' paid leave per year in addition to public holidays.

Value Statement

The Trust expects its staff, paid and unpaid, to carry out their duties in a way that consistently exceeds the regulations and expectations of society at large in matters ethical and environmental. Our aim is to ensure all resources are utilised effectively and efficiently. You will be expected to apply sound value for money principles in undertaking purchasing or supply of goods and services. The Trust will ensure that its staff receive appropriate training and development opportunities, based on a documented personal annual appraisal.

6. IDEAL CANDIDATE PROFILE

Qualifications

A degree in a relevant field.

Experience and skills

Essential

- Experience of working as a volunteer and working with/supervising volunteers and colleagues to achieve a range of positive conservation outcomes.
- Experience of working in the charity sector (conservation sector desirable).
- Strong organisational and project management skills with good attention to detail.
- Excellent communication skills, both oral and written.
- Familiarity with social media platforms.
- IT competent (particularly Excel and databases).
- Full UK Driving licence.

Desirable

- Familiarity with MailChimp.
- Familiarity with GDPR.

Personal qualities

- A demonstrable commitment to and enthusiasm for wildlife conservation and volunteer engagement.
- An outgoing and self-motivated individual with initiative, ambition and drive and the personal qualities to become an ambassador for VWT.
- A positive 'can do' attitude.
- Well-organised with good attention to detail.
- Strong interpersonal skills.
- The candidate should adhere to defensive driving practices.
- The job may be physically and mentally demanding at times with an element of lone working and, occasionally, long days of fieldwork.

7. OFFICE LOCATION AND TRAVEL REQUIREMENTS

The Volunteering and Community Engagement Officer post is based at the Trust's head office near Ledbury, in Herefordshire. The post holder will preferably have access to a car for business use. Additional travel costs will be reimbursed at the current HMRC rate. Use of a pool vehicle may be possible for longer journeys.