



## Senior Engagement Officer – Northern Ireland Job Description

<b>Job Title:</b>	Senior Engagement Officer, Northern Ireland
<b>Responsible to:</b>	Senior Volunteer Development Officer
<b>Location:</b>	Home based in Northern Ireland
<b>Salary:</b>	£29,353 - £33,289 per annum pro rata, plus 8% pension contribution (dependent on experience)
<b>Duration:</b>	1 year fixed term post
<b>Hours:</b>	0.6fte (22.2 hours per week)

### Job Purpose

- 🦋 To develop and deliver the volunteer engagement programme in Northern Ireland, improving networking and communication within the volunteer network.
- 🦋 To recruit new volunteers and develop the skills, knowledge and confidence of existing volunteers.
- 🦋 To develop partnerships with local communities in Northern Ireland, contributing to the development of engagement projects for Butterfly Conversations Wild Spaces programme.
- 🦋 To contribute to funding applications as part of a team, to support BC's work in Northern Ireland.

### Main Responsibilities

#### Developing our volunteer base in Northern Ireland

- 🦋 Working with Butterfly Conservation Northern Ireland (BCNI)'s existing local branch, NI staff and BC staff, expand our existing volunteer network by recruiting volunteers to priority roles to support our work in the country.
- 🦋 Run promotional events and activities to increase the number of active volunteers who participate in the conservation, recording and monitoring of NI's butterflies and moths, specifically via UKBMS and MothsCount.
- 🦋 Support existing BCNI volunteers through close liaison with BCNI branch and key committee members by delivering volunteer newsletters, managing social media, updates and training.
- 🦋 Create an annual calendar of volunteering opportunities, including surveying, recording, practical conservation and habitat management, promotion, publicity and education, where possible linking into existing initiatives, activities and partner organisations. Liaise with SCO where appropriate.
- 🦋 Ensure effective health and safety procedures are in place for all participants, including staff, public, volunteers, project partners and other BC staff

### Engaging New Communities

- ✈ Establish links with new communities in target areas and, working with colleagues and other volunteers, lead work to co-design Wild Spaces projects with those communities.
- ✈ Give presentations to relevant meetings and conferences and organise events and workshops as required.

### Working with External Partners and Others

- ✈ Develop and maintain links with other NI environmental organisations to ensure effective partnership working is in place to identify, develop and promote volunteering or other engagement opportunities.
- ✈ Liaise with All-Ireland Pollinator Group on the All-Ireland Pollinator Plan (AIPP) including the UK Pollinator Monitoring Scheme (POMS) to identify opportunities to work together for pollinators and to deliver aspects of Butterfly Conservation's Wild Spaces programme.
- ✈ Maintain regular contact and effective liaison with staff of partner organisations, local communities, BCNI Branch Committee and the staff of relevant governmental and non-governmental organisations
- ✈ Engage with landowners as required.

### Financial Responsibilities

- ✈ Budgetary control, and through the post-holder's line manager and the Head of Finance & Governance, financial and project reporting to BC's Council and committees and to project funders when required.
- ✈ Quarterly reporting to funders including collation and submission of volunteer hours for Northern Ireland.

### Line Management/Contractor Responsibility

- ✈ Responsible for the day-to-day management of volunteers.
- ✈ Management of contractors delivering training events

### General:

- ✈ Promote BC's values (Excellence, Passionate, Inspiring, Collaborative) ensuring they are adopted in all aspects of the role
- ✈ Work with the BC Engagement and Volunteering Team to share ideas, best practice and develop BC volunteer and engagement resources as required.
- ✈ Collaborate effectively with key teams across BC including Evidence & Resources, Conservation and Communications to ensure volunteer opportunities are promoted and recorded effectively.
- ✈ Deal with routine enquiries and create effective administrative systems as required.
- ✈ Undertake any other reasonable duties as required and commensurate with the grade of post
- ✈ Undertake all duties and responsibilities in compliance with the rules and regulations encompassing equal opportunities to help foster a diverse and inclusive workforce

- 🦋 Work in accordance with BC's policies, procedures, and codes of conduct
- 🦋 Actively participate in on-going professional development activities
- 🦋 To be an ambassador for and to represent BC in various internal and external activities to ensure recognition is given to volunteering and engagement opportunities.

## Person Specification

<b>Technical/Specialist Skills</b>	<b>Essential</b>	<b>Desirable</b>
Educated to degree or HND level in an environmental science, or equivalent experience	✓	
Experience of project management and partnership working	✓	
Experience of working with volunteers and an understanding of the contribution volunteering makes to the charity sector	✓	
Experience of organising events/workshops	✓	
Experience of engaging and working collaboratively with communities.	✓	
Excellent communication skills, both written and oral	✓	
The ability to use IT applications, including databases, spreadsheets and word processing	✓	
Full driving licence (or means to travel around the area) and valid car insurance for business use	✓	
Experience of developing projects	✓	
Experience of widening participation in environmental or outdoor activities.		✓
Experience of working with/ for an environmental organisation		✓

<b>Budget Responsibilities</b>		
Experience of managing project budgets	✓	

<b>Line Management/Contractor Responsibility</b>		
Experience of reporting progress and spend against project aims to funders	✓	
Experience of organising practical conservation volunteer work and events		✓
Experience of managing external contractors		✓

<b>Dealing with Volunteers/Managing External Partners and others</b>		
The ability to communicate effectively with a wide range of individuals from volunteers and staff to external partners and funders	✓	
Experience of working with volunteers, external organisations and the general public at a variety of levels	✓	

<b>Decision Making and Society Policy</b>		
Empathy with aims and objectives of Butterfly Conservation	✓	

<b>Personal Attributes</b>		
Well organised and self-motivated; able to plan and undertake work on your own (or with limited direct supervision)	✓	
Able to prioritise activities, meet tight deadlines and use initiative	✓	
Interest in/awareness of conservation and environmental issues in Northern Ireland	✓	
Able to work effectively as a member of a small team	✓	
Pragmatic, innovative, enthusiastic and able to motivate others	✓	
Able to manage potential conflicts by dealing with people in a calm and professional manner	✓	
Willing to work occasional weekends and evenings	✓	