

## JOB DESCRIPTION

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<b>Job Title:</b>	Engagement Officer
<b>Responsible to:</b>	Engagement Manager
<b>Location:</b>	Based at home (with some travel required around the UK)
<b>Salary:</b>	£24,551 - £28,363 per annum (dependant on experience), plus 8% pension contributions
<b>Duration:</b>	Established post
<b>Hours:</b>	Full-time 37 hours per week (1 fte)

### **Job Purpose:**

- To support the delivery, monitoring and reporting of BC's Engagement strategic aims, with a focus on our work to connect people to nature and to reach people from a broader range of backgrounds.
- To inspire and equip more people to take action for butterflies and moths.

### **Main responsibilities:**

#### **Programme development:**

- Promote school participation in our Wild Spaces goal through appropriate networks, act as a point of contact for enquiries and provide support as needed
- In collaboration with young people and with colleagues across the organisation, develop a Junior Rangers scheme to provide young people with practical conservation and recording/monitoring skills
- Working closely with the Volunteer Development Officer, develop a programme for 'lifelong learning', starting with consultation of key audiences to identify need/demand

#### **Resource development:**

- Support the Engagement Manager to develop and maintain a new 'Discover & Connect' online hub of resources and activities to engage children and young people in our work and connect them to nature
- Create imaginative and engaging educational resources in a variety of formats (video, animation etc) for use by a range of users eg parents, forest school leaders
- Develop new, curriculum-based resources for schools with a focus on topics, including climate change, food-chains and life cycles
- Develop resources to support the promotion of our 'Wild Spaces' goal, including to schools
- Develop a suite of resources to support delivery of engagement events (eg public and community events, guided walks, talks) that align with the three strategic goals

**Engagement support:**

- Provide 'key contact' support to our Engagement and Event Leader volunteers
- Working closely with the Volunteer Development Officer oversee delivery of appropriate training for Engagement and Event volunteers, updating training resources as necessary and convening online Q&A sessions
- Ensure Engagement content on the BC intranet (SharePoint) is up to date
- Contribute and respond to discussions relating to Engagement in volunteer forums (Yammer)
- Generate Engagement content for newsletters to volunteers, such as Branch E-news
- Respond to Branch/volunteer enquiries relating to engagement and co-ordinate distribution of resources
- Maintain appropriate records of engagement activity, and support their monitoring and reporting
- Point of contact for the Engagement and Volunteering team where a staff presence is required at large scale events

**General:**

- Active participation in Engagement & Volunteering team meetings, and all staff meetings.
- Representation and promotion of engagement work internally and externally as required, including responding to press and media requests.
- Any other duties relevant to the post, as agreed with your Line Manager, or Director.
- Promote and demonstrate BC values in all areas of activity: Excellence, Passionate, Inspiring and Collaborative



**PERSON PROFILE**

**Job Title: Engagement Officer**

<b>Technical/specialist skills</b>	<b>Essential</b>	<b>Desirable</b>
Educated to degree level or equivalent experience in environmental science/education or a related subject	✓	
At least two years of relevant experience	✓	
Proven ability to create and deliver training, and resources, for a wide range of audiences	✓	
Experience of providing a customer focussed service, or underlying skills (listening, accountability, following up on queries, being professional, dealing with issues etc)	✓	
Computer literate: able to use IT applications, including databases, spreadsheets, word processing and the internet	✓	
Experience of working with volunteers and/or in the charity sector	✓	
An understanding of Equality Diversity and Inclusion and a desire to identify and overcome barriers to engagement	✓	
Experience of monitoring and reporting work outcomes, and contributing to strategic reporting		✓
A working knowledge of butterfly and moth requirements, and habitat creation		✓
Knowledge/understanding of species recording schemes		✓

<b>Budget Responsibilities</b>		
Experience of managing budgets		✓
Experience of contract management		✓

<b>Working with Volunteers/Managing External Partners and others</b>		
Experience of working collaboratively with volunteers, groups and the general public, and providing support	✓	
Effective written, spoken communication and presentation skills for a wide variety of audiences	✓	
Able to manage potential conflicts by dealing with people in a calm and professional manner	✓	

<b>Personal Attributes</b>		
Highly motivated to inspire people to take action for butterflies and moths	✓	
Well organised and self-motivated; able to independently plan and undertake day to day tasks	✓	
Flexible: able to assimilate information and adapt to a changing environment	✓	
Able to work effectively as a member of a team	✓	
Good interpersonal and communications skills at all levels	✓	
Pragmatic, innovative and able to motivate others	✓	
Full driving licence (or means to travel)	✓	
Empathy with aims and objectives of Butterfly Conservation	✓	
Willing to work some weekends and evenings, sometimes away from home		✓