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## JOB DESCRIPTION

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<b>JOB TITLE:</b>	Bristol & Weston Wild Spaces Project Officer
<b>RESPONSIBLE TO:</b>	Head of Wild Spaces
<b>LOCATION:</b>	Home based with travel required around the project area (Bristol & Weston-super-Mare)
<b>SALARY:</b>	Band C - £27,065 to £31,268 pa (Grade C), dependent upon experience plus 8% pension contribution
<b>DURATION:</b>	18-month fixed term contract (February 2024 – July 2025)
<b>HOURS:</b>	Full Time (37 Hours per week)

### JOB PURPOSE

- Contribute to Butterfly Conservation's ambitious 2021-2026 strategy – specifically the goal to transform 100,000 Wild Spaces in the UK for people, butterflies and moths.
- Deliver the aims and objectives of the Bristol & Weston Wild Spaces Project.
- Monitor and evaluate project delivery to ensure key outcomes are delivered.
- Work effectively with schools across Bristol and Weston-super-Mare, to share successes and good practice and help connect a network of Wild Spaces schools in the region.
- Report to and ensure project funder requirements are fulfilled.

### MAIN RESPONSIBILITIES

- Secure the involvement and support of 12 'Flagship' schools within Bristol and Weston, to create Wild Spaces within their school grounds.
- Support 'Flagship' schools to implement their Wild Spaces, supplying appropriate plants, seeds, trees etc and equipment and providing practical guidance.
- Work with Butterfly Conservation's Engagement Team to provide a school pack (resources and guidance) to enable schools to utilise their Wild Spaces for learning opportunities and to ensure the long-term management of Wild Spaces post project completion.
- Recruit and train a team of volunteers across the region to oversee the delivery of a further 35 Wild Spaces in their local schools ('Satellite' schools).



## **WORKING WITH VOLUNTEERS & PARTNERS**

- Oversee contractors (where necessary) to prepare/clear areas within the school grounds and ready for planting or seeding.
- Identify and liaise with local suppliers of trees, seeds, shrubs, plants and equipment.
- With support from the Engagement Team, prepare and deliver online training to support volunteers to deliver Wild Spaces in satellite schools.
- Provide support to volunteers to obtain DBS checks where necessary.

## **GENERAL**

- Gather data necessary for reporting on and evaluating the project's success in achieving desired outcomes.
- With support from the Communications Team, identify suitable opportunities for publicising the project and promoting participation.
- Keep appropriate records of project expenditure and work with the Wild Spaces Manager to ensure the project is delivered within budget.
- Assist the Finance Team in complying with the funders reporting procedures.
- Participate in Engagement & Volunteering team meetings, and all staff meetings.
- Promote the Wild Spaces programme internally and externally as required, including responding to press and media requests.
- Comply with Health and Safety procedures and practices at all times.
- Comply with Butterfly Conservation's safeguarding policies, and those of the schools.
- Any other duties relevant to the post, as agreed with your Line Manager.
- Promote and demonstrate BC values in all areas of activity: Excellence, Passionate, Inspiring and Collaborative.

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**PERSON PROFILE**

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**Job Title: Bristol & Weston Wild Spaces Project Officer**

<b>Technical / Specialist Skills</b>	<b>Essential</b>	<b>Desirable</b>	<b>Method of assessment</b>
Educated to degree or HND level in an environmental science, or equivalent experience	✓		A
At least 2 years of relevant experience (for example in environmental education, wildlife gardening/habitat creation etc.)	✓		A/I
Experience of project delivery	✓		A/I
Knowledge of, or an interest in butterflies and moths	✓		I
Experience in planning and running training workshops (online and/or in person)		✓	A/I
Experience in creating high-quality learning and training resources and supporting materials	✓		A/I
The ability to use IT applications, including email / internet, word processing and spreadsheets	✓		A
Experience in working with volunteers to manage habitats		✓	A/I
First Aid qualification (or a willingness to attend First Aid training)	✓		A
Knowledge of the risk assessment process for activities for young people and a working knowledge of safeguarding measures		✓	A/I
An understanding of key issues and approaches to inclusion when working with young people from a range of different backgrounds	✓		A/I
<b>Working with Volunteers / External Partners</b>			
Experience of working with volunteers, community groups and the general public	✓		A/I
Experience working with or in a Primary School setting		✓	A/I
Excellent written, spoken communication and presentation skills for a wide variety of audiences	✓		A/I
Experience in day-to-day management of volunteers		✓	A/I
<b>Line Management / Contractor Responsibility</b>			
Experience of managing contractors		✓	A
Experience of supervising and supporting volunteers		✓	A/I
<b>Personal Attributes</b>			
Highly motivated to inspire people to take action for butterflies and moths	✓		I



# Butterfly Conservation

Saving butterflies, moths and our environment

Technical / Specialist Skills	Essential	Desirable	Method of assessment
Well organised and self-motivated; able to independently plan and undertake day to day tasks	✓		A/I
Flexible: able to assimilate information and adapt to a changing environment	✓		I
Able to work effectively as a member of a team	✓		A/I
Good interpersonal and communications skills at all levels	✓		A/I
Pragmatic, innovative and able to motivate others	✓		A/I
Full driving licence (or means to travel)	✓		A
Empathy with aims and objectives of Butterfly Conservation	✓		A/I
Willing to work some weekends and evenings, occasionally away from home		✓	A/I

**Key: A = Application Form I = Interview**