
JOB DESCRIPTION

Job Title:	Engagement Officer (Big City Butterflies)
Responsible To:	Kate Merry, Head of Engagement
Location:	Home based (London Region) with frequent travel within inner London
Salary:	Grade C, £28,148 - £32,519 depending upon experience plus 8% employer pension contribution (consideration will also be given to the requirement to live in London)
Hours:	Full-time (37 hours per week)
Contract:	Fixed term contract until 31 st March 2025

Job Purpose

- To deliver the engagement activities of the Big City Butterflies project plan.
- To increase opportunities for Butterfly Conservation to engage with new audiences and form new partnerships.
- To track, record and report on progress towards achieving the project's outcomes.

Main Responsibilities

- Work collaboratively with the Big City Butterflies Conservation Officer, the Head of Engagement and volunteers to ensure the effective and timely delivery of the project.
- Deliver community engagement events that encourage and inspire people to connect with their local green spaces and butterflies and moths.
- Deliver school workshops to Key Stage 2 children at selected primary schools within the project area.
- Deliver beginner level identification and recording workshops for project audiences.
- Coordinate the presence/promotion of the project and key BC campaigns at public events
- Work closely with partners (e.g. community organisations and artists) to deliver creative, arts-based community projects.
- Work closely with the Communications Team to support the promotion of the project and its successes using traditional and digital media.
- Update the project audiences with news and project progress via an e-newsletter and social media accounts.

- Work with external contractors to document the project through film and photography.
- Coordinate the delivery of an end of project conference/celebration event.
- Coordinate activities related to project legacy, to include providing support to project volunteers.
- Monitor and report on the progress of the project to our funders, including the main funder (the National Lottery Heritage Fund) and work with our external evaluators to produce an end of project report.
- Keep records of project expenditure to support the tracking of the project budget.

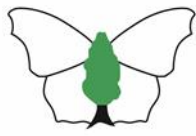
General

- Promote BC's values (Excellence, Passionate, Inspiring, Collaborative) ensuring they are adopted in all aspects of the role.
- 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 workforce.
- Work in accordance with BC's policies, procedures, and codes of conduct.
- Actively participate in on-going professional development activities.

PERSON PROFILE

JOB TITLE: Engagement Officer (Big City Butterflies)

Technical/Specialist Skills	Essential	Desirable	Method of assessment
Educated to degree or HND level in a biological or environmental science, or equivalent experience	✓		A/I
An excellent communicator with a passion for wildlife and an ability to engage and inspire others	✓		A/I
At least one year of relevant experience in project delivery in the conservation, heritage or environmental education sector	✓		A/I
Experience in developing and delivering engagement activities for a range of audiences	✓		A/I
An understanding of the barriers to engagement with the environmental/conservation sector experienced by people and communities	✓		A/I
An understanding of species and habitat conservation in an urban context	✓		A/I
Familiarity with London (or another major city) and the unique challenges and opportunities for conservation	✓		A/I
A good understanding of the ecology of moths and butterflies	✓		A/I
Knowledge/understanding of species recording schemes		✓	A
Experience in devising or delivering training workshops or programmes for volunteers		✓	A
The ability to use IT applications, including email/internet, word processing, spreadsheets	✓		A
Experience of monitoring and evaluating projects and reporting to funders		✓	I
Budget Responsibilities			
Experience of managing project budgets		✓	A
Line Management/Contractor Responsibility			
Experience of overseeing contractors		✓	A/I
Working with Volunteers/Managing External Partners and others			
Experience of working with volunteers, community groups and the general public	✓		A/I
Experience of working with landowners and partner organisations (such as Borough Councils etc.)		✓	A/I
Good written, spoken communication and presentation skills for a wide variety of audiences	✓		A/I



**Butterfly
Conservation**

Saving butterflies, moths and our environment



Made possible with

**Heritage
Fund**

Personal Attributes			
Empathy with aims and objectives of BC	✓		
Pro-active in resolving problems and improving efficiency	✓		
Well organised and self-motivated; able to plan and undertake work on your own	✓		
Able to prioritise a diverse workload, meet tight deadlines and use own initiative	✓		
Flexible: able to rapidly assimilate information and adapt to a changing environment	✓		
Able to work effectively as a member of a 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 some weekends and evenings	✓		

Key:

A = Application Form

I = Interview