

JOB DESCRIPTION

Job Title	Wild Spaces Officer
Responsible to	Head of Wild Spaces
Location	Based at home with occasional travel around the UK
Salary	Scale C £28,148 to £32,519 pa, dependent upon experience, plus 8% pension contribution
Duration	Established Post
Hours	Full-time 37 Hours Per Week (1fte)

Job Purpose

- Coordinate the development and delivery of the Wild Spaces Programme to help achieve strategic targets
- Support the promotion of Wild Spaces as Butterfly Conservation's flagship engagement programme

Main Responsibilities:

Supporting delivery of Wild Spaces programme

- Respond to day-to-day Wild Spaces enquiries (to dedicated Wild Spaces inbox) in a timely and professional manner
- Support the development, delivery and evaluation of flagship Wild Spaces projects
- Provide regular Wild Spaces updates for internal staff communications
- Support research and reporting on demographics of Wild Space participants
- Coordinate regular Wild Space programme meetings as required

Developing Wild Spaces resources & content

- Develop and share inspiring case studies and blogs to help promote Wild Spaces, sharing content with the Communications team in a timely manner
- Make regular updates to content on the Wild Spaces website (www.wild-spaces.co.uk)
- Coordinate ongoing development of the Wild Spaces website functionality and features



Liaising with Branches & volunteers to promote Wild Spaces

- Respond to Wild Spaces enquiries from Branches and proactively support the promotion of Wild Spaces through Branches
- Support the recruitment of Branch Wild Spaces volunteers, ensuring access to necessary resources and training
- Arrange and attend bi-monthly Branch Wild Spaces Q&A

General:

- Work closely with the Head of Engagement and the Head of Volunteering to ensure communication and collaboration across the Engagement & Volunteering team
- Contribute to the implementation and delivery of the Engagement & Volunteering strategy
- Participate in Engagement & Volunteering team meetings, and all staff meetings
- Liaise & collaborate with internal teams, particularly Fundraising & Communications, Evidence & Policy, and Conservation, to ensure the successful delivery of Wild Spaces targets
- Represent and promote of Wild Spaces 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
- Promote and demonstrate BC values in all areas of activity: Excellence, Passionate, Inspiring and Collaborative

PERSON PROFILE

Job Title: Wild Spaces Officer

Technical / Specialist Skills	Essential	Desirable	Assessment method
Educated to degree or HND level in an environmental field or equivalent experience.	✓		A
At least 2 years of relevant experience	✓		A
Experience of programme / project delivery	✓		A/I
Experience of writing inspiring stories, blogs & case studies	✓		A/I
Knowledge of, or an interest in butterflies and moths	✓		A/I
The ability to use IT applications, including email / internet, word processing, spreadsheets, databases.	✓		A/I
Experience of editing and maintaining websites		✓	A/I

Working with volunteers / external partners	Essential	Desirable	Assessment method
Experience of working with and supporting volunteers, community groups and the general public	✓		A/I
Excellent written, spoken communication and presentation skills for a wide variety of audiences	✓		I
Experience in day-to-day management of volunteers		✓	I



Butterfly Conservation

Saving butterflies, moths and our environment

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

Key:

A = Application

I = Interview