
JOB DESCRIPTION

JOB TITLE:	Leeds Wild Spaces Project Officer
RESPONSIBLE TO:	Interim Deputy Director of Engagement and Volunteering
LOCATION:	Home based with travel required around the project area (Leeds).
SALARY:	Band C - £28,148 - £32,519 depending upon experience plus 8% employer pension contribution
DURATION:	Fixed term for 12 months
HOURS:	Full Time (37 Hours per week) including evening and weekend where needed.

JOB PURPOSE

- Contributed to Butterfly Conservation's ambitious 2021-2026 strategy – specifically the goal to transform Wild Spaces in the UK for people, butterflies and moths.
- Deliver the aims and objectives of the Leeds Wild Spaces Project.
- Monitor and evaluate project delivery to ensure key outcomes are delivered.
- Work effectively with organisations across Leeds to share successes and good practice and help connect a network of Wild Spaces in the city and connecting urban areas.
- Report to and ensure project funder requirements are fulfilled.

MAIN RESPONSIBILITIES

- Work with Leeds City Council & contractors to create 8 Wild Spaces at flagship green sites across the city.
- Deliver community events, workshops & discovery days reaching at least 250 people and distribute 250 Wild Spaces start up packs.
- Inspire the creation of a further 50 Wild Spaces by local people.
- Recruit and train a team of volunteers to increase their knowledge of butterflies/moths, gain understanding of the importance of Wild Space and create a legacy for the project. By the end of the project at minimum 100 volunteers will have got involved in creating & maintaining a Wild Space.



- Oversee the creation of a professional film to document the project and contribute to the legacy of the project.

WORKING WITH VOLUNTEERS & PARTNERS

- Oversee contractors (where necessary) to create, manage and maintain the 8 Wild Spaces sites across the city.
- Identify and liaise with local suppliers of trees, seeds, shrubs, plants and equipment.
- Work with key partners to ensure the smooth delivery of the project, provide support and training and monitor project outcomes.
- With support from the Engagement Team, prepare and deliver online training and face to face support for volunteers to create, manage and deliver Wild Spaces across the city and to assist with engagement activities.

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.
- This post will require some evening and weekend working to deliver community events, training workshops etc.
- 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.

PERSON PROFILE

Job Title: Leeds Wild Spaces Project Officer

Key: A = Application Form I = Interview

Technical / Specialist Skills	Essential	Desirable	Method of assessment
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		✓	I
An understanding of key issues and approaches to inclusion when working with young people from a range of different backgrounds	✓		I
Working with Volunteers / External Partners			
Experience of working with volunteers, community groups and the general public	✓		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
Line Management / Contractor Responsibility			
Experience of managing contractors		✓	A
Experience of supervising and supporting volunteers	✓		A/I



**Butterfly
Conservation**

Saving butterflies, moths and our environment



WILD SPACES

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	Essential	Desirable	Method of assessment
Personal Attributes			
Highly motivated to inspire people to take action for butterflies and moths	✓		I
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