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**NATURE PARTNERSHIP OFFICER**

**Employment Information**

**Salary:** £20,000

**Working hours:** Full time – 37.5 hours per week

**Location:** Tees Valley Wildlife Trust, Margrove Heritage Centre, Margrove Park, Saltburn TS12 3BZ

**Job title:** Nature Partnership Officer

**Term:** The post is a fixed-term contract, supported by the National Lottery Community Fund until 31st August 2022.

**Purpose of the role:** To engage a greater number and diversity of people from the Tees Valley in the work of the Tees Valley Nature Partnership

**Job details:**

The Tees Valley Nature Partnership has been awarded a grant by the National Lottery Community Fund to develop a people-led approach to our work. Over the next three years, we will be seeking to harness public support and concern for the natural environment to grow involvement and extend our strategic influence. This will raise the profile of the nature partnership; build the capacity of local people and of the partnership itself.

The Nature Partnership Officer role will focus on engaging with the local community and communicating with key stakeholders through the Partnership’s website, social media and digital newsletters. The post will lead on key project activities which may include an environmental awards scheme and a small grants programme aimed at supporting environmental work by community groups. There will also be a requirement to support the Nature Partnership Manager with the administration of the Partnership including its Steering Group, working group and task & finish group meetings.

**Employment:**

The Tees Valley Nature Partnership is hosted and managed by the Tees Valley Wildlife Trust, a registered charity (No. 511068) that works to create a better future for wildlife and people. Established in 1979, it has undertaken numerous projects to protect and enhance the area’s green and wild places and to inspire people through the natural world. The project officer will be employed by the Tees Valley Wildlife Trust and based at its headquarters at the Margrove Heritage Centre, near Guisborough.

**Applications:**

The Tees Valley Wildlife Trust aims to represent the diverse communities we are part of and welcomes applications from across all sectors of the community.

Applications should be made on the Trust’s application form. CVs will not be accepted. Completed applications should be returned to info@teeswildife.org no later than noon on Tuesday 20th August.

Interviews will be held on 6th September​​ 2019.

**Data Protection**

Your application will be treated confidentially and with respect and your personal details will be kept secure and will not be shared with anyone outside this recruitment process. For the purposes of data protection, we will not keep applications on file once the recruitment process is completed.

**References**

Please provide the names of two referees. If you are (or have been recently) employed in either a paid or unpaid capacity, one should be from your current or last employer. If you are a student, one should be a senior staff member from your place of study.

References from a relative or partner are not acceptable. If you have not been previously employed, a suitable character reference must be used.

References will be checked and verified before a candidate is invited to interview, but references will only be taken up if you are short-listed for the post you are applying for. We recommend that you contact your referees in advance to check they are willing to act as a referee.

**Your right to work in the UK**

We have a legal obligation to check that individuals have a right to work in the UK before we employ them. You are asked to confirm this as part of the declaration on the application form. We will make further checks and request documentary evidence before employment commences.

**Access requirements for applicants with a disability**

We will take all reasonable steps to remove any barriers you may face when attending interview. Our building has access and facilities for disabled people, but please let us know of any special requirements you may have if you are invited for interview.

**Further information**

<https://teesvalleynaturepartnership.org.uk/>

<https://www.teeswildlife.org/>

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**NATURE PARTNERSHIP OFFICER**

**Responsible to:** Nature Partnership Manager

**Location:** Margrove Heritage Centre, Margrove Park, Saltburn TS12 3BZ

**Holiday Entitlement:** 22 days (plus Bank Holidays)

**Type and Length of Contract:** This is a fixed term post until 31st August 2022

**Overall purpose of the job:**

To develop a people-led approach to the deliver strategic nature conservation objectives across the Tees Valley for the benefit of residents, visitors and economy.

The Tees Valley Nature Partnership is funded by the National Lottery Community Fund and is supported with financial contributions from the five Tees Valley unitary authorities. It is hosted by the Tees Valley Wildlife Trust.

**Principal duties and responsibilities:**

* Promote and publicise the partnership through the development and delivery of an engagement plan
* Administer partnership social media, website and any other promotional platforms
* Scope and research engagement activity across the Tees Valley
* Lead on key project activities as agreed with the Nature Partnership Manager, which may include a Tees Valley Citizens for Nature Panel, an environmental awards scheme and / or an environmental small grants programme
* Provide administrative support to the TVNP Steering Group, working groups and other task & finish groups
* Gather feedback and monitoring information and report on project progress to funders
* Support the delivery of initiatives identified by the Partnership in its Business Plan
* Assist with the planning and delivery of the annual Tees Nature Conference
* Act as an advocate for the Tees Valley Wildlife Trust, maintaining our excellent reputation and representing us professionally at all times, abiding by all Tees Valley Wildlife Trust policies and procedures
* Undertake any other duties as requested by managers in line with the responsibilities of the post

**Person specification:**

* Degree level or equivalent education
* Great IT skills including the use of a range of social media for promotion and marketing
* Minimum of 2 years relevant employment and/or voluntary experience
* Experience of community engagement and outreach work
* Knowledge and understanding of environmental, ecological and conservation issues
* Knowledge and understanding of promotion and marketing
* Demonstrably well organised
* Ability to research and scope information and activities
* Confident and effective communicator with strong written and verbal communication skills
* Open and approachable attitude with the ability to sensitively work with a range of people
* Valid full driving licence with access to own vehicle

**Desirable requirements**

* Knowledge and experience of a range of participatory methods and techniques
* Administration experience
* Understanding of grant schemes