



**Northumberland
Wildlife Trust**



Coast Care Project Assistant (training and conservation)

Information Pack

Contact Details:

Paula Turner (HR and Payroll Officer)
Northumberland Wildlife Trust
St Nicholas Park, Gosforth
Newcastle upon Tyne NE3 3XT
0191 284 6884
paula.turner@northwt.org.uk



Who we are...

Northumberland Wildlife Trust was founded in 1971 to protect wildlife and promote nature conservation within Newcastle, North Tyneside and Northumberland. Today, our voice for wildlife is stronger than ever. We are a non-government funded charity, supported by membership, donations, local businesses and charitable trust grants.

Our vision

An environment rich in wildlife for everyone

Our mission

To conserve local wildlife, promote nature conservation and provide the means by which everyone can become involved

Strategic business objectives 2020

- We will deliver a net biodiversity gain on a landscape scale by creating resilient Living Landscapes and Living Seas throughout our region.
- We will create a wildlife-aware population and be first in people's minds for wildlife issues, acknowledged as being passionate experts on wildlife, people and the environment, and as being a responsible and effective wildlife guardian.
- We will be widely recognised as the primary advocate for biodiversity and the environment, influencing and delivering locally and regionally, in urban and rural areas, helping to realise a sustainable environment, economy and community.
- We will be a financially sustainable organisation, maximising cost recovery and increasing funds to support action for wildlife and the environment, in line with all professional standards.
- We will be a professional and well-managed organisation, with efficient governance systems and processes to support a growing membership, and demonstrating appropriate use of their membership contribution.

Values

- We are flexible, forward-looking, enterprising and professional and we work in an integrated way to achieve our mission.
- We are partnership and customer-focussed, working across the public, private and voluntary sectors to promote biodiversity action, increase public awareness and forge links between sectors and partners.



- We value the contribution of all, and actively encourage involvement from all sectors of our communities.
- We demonstrate commitment to environmental sustainability in the way we run our organisation.

We work as part of a national movement...

There are 47 local Wildlife Trusts across the whole of the UK, the Isle of Man and Alderney, all working for an environment rich in wildlife for everyone.

With 850,000 members, we are the largest UK voluntary organisation dedicated to conserving the full range of the UK's habitats and species, whether they be in the countryside, in cities, or at sea. 135,000 of our members belong to our junior branch, Wildlife Watch.

We manage 2,300 nature reserves covering more than 80,000 hectares; we stand up for wildlife; we inspire people about the natural world and we foster sustainable living.

All 47 Wildlife Trusts are members of the Royal Society of Wildlife Trusts (RSWT) which operates a separate Grants Unit administering major funds on behalf of the Big Lottery Fund and the Landfill Communities Fund.

To find out more...

www.coast-care.co.uk

www.nwt.org.uk

www.wildlifetrusts.org

www.northumberlandcoastaonb.org



Coast Care Project Assistant (training and conservation)

The Trust and its trading subsidiary employ 60 staff and work from premises in Gosforth. As an organisation we strongly value our personnel and are committed to continuous improvement in our Conservation work. We are looking for a confident, innovative and enthusiastic person to join our team.

The main functions of this role are:

To join the HLF funded Coast Care project team, which aims to engage 2000 volunteers in activities to safeguard the outstanding north Northumberland coastal landscape by 2020. This post will have a particular focus on supporting volunteer training and conservation tasks.

The role is for 35 hours a week. The salary is at Scale B, £16,305-£19,184 per annum. The post will be based in Seahouses on the Northumberland Coast

Deadline for applications is 9am on Wednesday 12th December 2018, and interviews will take place on Tuesday 18th December 2018. We will endeavour to contact all applicants as soon as possible to inform them of the status of their application.

Information for Applicants

To apply for the position of Coast Care Assistant, please complete the corresponding Application Form in full, and return it to me (contact details on the front of this pack) by the specified deadline.

Please note, speculative CVs and/or covering letters will not be accepted.

If you require further information regarding any aspect of the application process, please do not hesitate to get in touch.

Thank you for your interest in Coast Care.



Job Specification

Post title

Coast Care Project Assistant (training and conservation)

Location

The post will be based at the project office at Seahouses Development Trust. There will be an expectation that the postholder will travel throughout the project area (for meetings, project activities etc) as well as attending some NWT meetings and other activities at the NWT headquarters in Gosforth.

Responsible to

Coast Care Project Manager

Responsible for

Project volunteers

NWT Internal relationships

Druridge Bay Living Landscape Team
Communications and Marketing Team
Business Support Team

Coast Care Partnership relationships

Northumberland Coast AONB Partnership
Seahouses Development Trust

External relationships

Natural England
Landowners/managers within the project area (including Northumberland County Council, Northumberland Estates, National Trust, caravan parks, parish councils, farms, private landowners)
Project contractors
Other statutory bodies including Environment Agency
Local communities, members of the public and visitors
Press and media
Funders and funding partners

Direct Responsibilities

- To organise and supervise volunteer activities and tasks (e.g. litter picks, habitat conservation, public access improvements)
- To update the project database (Better Impact) with information about volunteer activities, tasks and events



- To deliver volunteer training (e.g. use of tools, practical conservation, habitat management)
- To complete risk assessments and ensure health and safety procedures are met
- To represent the Coast Care project on site including speaking to the public, landowners and other stakeholders
- To update social media and project blog
- To order resources, equipment and materials as needed
- To ensure volunteers have access to the resources and support they need to carry out their role
- To assist with the Young Rangers programme (supporting activities with young people, working closely with the Coast Care Environmental Youth Worker) on alternate Saturdays
- To contribute to reports to the Coast Care Steering Group, NWT management team and funders as needed

Indirect responsibilities

- To act as an advocate for NWT and its values
- To attend NWT staff / team meetings as required

Salary Band

Scale B, £16,305-£19,184 per annum, for a 35 hour week, paid monthly in arrears.

A further 5% is payable into the Trust's Stakeholder Pension scheme after three months, conditional on the employee contributing at least 2.5% of salary.

Holidays

22 days basic and all English bank holidays (pro-rata), plus the period between Christmas and New Year. After three years' service, an additional day's leave will be awarded for each year worked, up to a maximum of 5.

Hours

35 hours. Weekend and bank holiday work will be required.

NWT operates a flexitime system, however, the normal working hours for this post are 9am to 5pm.

Contract, Probation and Notice

There is a probationary period of 6 months.

A minimum of 4 weeks' notice is required from either party.

This is a fixed term, externally funded post, which runs until 2020.



Person Specification

Essential attributes

Education

- Land Based or environmental management qualifications, particularly practical based qualifications including brushcutter, chainsaw and pesticides (PA1 and PA6)

Skills and experience

- Experience of working in the nature conservation sector
- Experience of working with members of the public/community groups
- Experience of working with volunteers
- Previous experience of carrying out and leading habitat management activities
- Excellent awareness of health and safety and knowledge of risk assessment/safe use of tools
- Excellent communication skills
- Ability to interact with and enthuse people from a wide range of backgrounds
- Ability to work with and motivate community and volunteer groups
- Excellent organisational skills
- Full driving licence

Desirable attributes

Education

- Qualifications in people or volunteer management

Skills and experience

- Good level of computer literacy and experience of MS Office Suite
- A knowledge of the Northumberland Coast area including local wildlife
- Full driving licence with category BE for towing trailers up to 3.5 tonnes

Personality

- High level of enthusiasm, self-motivation and self-discipline
- Flexible approach to work, adaptable
- Good team worker but also self-motivated and happy to work alone
- Willingness to learn new skills
- Approachable and courteous manner combined with a good sense of humour
- Well organised and methodical
- Aptitude to working outside in all weathers

