



Northumberland
Wildlife Trust

Red Squirrels Recovery Network **Community Officer**

Information Pack

Contact Details:

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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 and strategic objectives

A Wilder Future for our area

We want: Everywhere and everything here Wilder, including people's lives and jobs, with landscapes richer in wildlife and better-connected land, wetlands and seas.

We want: To reach more people, form more partnerships and play a greater part in wilding and greening locally and contribute globally to restoring nature and tackling climate breakdown.

We will create Wilder Places, Wilder People and a Wilder Future, with more, bigger and better joined up areas for wildlife to thrive, more people taking action and connecting to nature and influencing more decisions to secure nature's recovery locally, regionally and nationally.

We will achieve our vision by:

- Defending wildlife and wild places
- Enabling nature's recovery: protecting the best and improving the rest
- Inspiring people and communities to care and enabling them to act
- Influencing organisations to behave in nature's interest
- Growing our resources and partnerships to be more effective and agile

We will deliver our vision through three key strategic objectives

1. Lead nature's recovery
2. Inspire people and organisations to care and mobilise them to act
3. Ensure an agile green culture and sustainable NWT

We work as part of a national movement

There are 46 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 46 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.nwt.org.uk

www.wildlifetrusts.org

Equality, Diversity and Inclusion (EDI) and Safeguarding:

Northumberland Wildlife Trust believes that everyone should have the opportunity to experience the joy of wildlife in their daily lives, that's why we're committed to putting equality, diversity and inclusion at the heart of our movement.

For more information, please see Our commitment to Equality, Diversity & Inclusion (EDI) | The Wildlife Trusts

For more information about our safeguarding commitment, please see [Safeguarding Commitment Statement](#)



The Red Squirrel Recovery Network Programme

The Red Squirrel Recovery Network (RSRN) is a new project which aims to build on conservation efforts of the last 20 years and lay the foundations for species recovery. It is led by a partnership of four conservation organisations, with support from leading red squirrel conservation agencies and the network of volunteer-led squirrel groups.

The RSRN is a shared ambition for red squirrels in Northern England and Southern Scotland and which is funded by the National Lottery Heritage Fund. Working at a super-landscape scale, this is the first time that any project has brought together groups from north and south of the English-Scottish border to co-ordinate effort across the whole red squirrel population range.

The RSRN will play an important part in wider partnership ambitions for nature recovery. This significant investment in species conservation must achieve lasting change within five years so that the future of an iconic species is secured as part of a natural and functioning ecosystem and supported by a well-connected and resilient network of volunteers within a wider network of engaged and aware local residents and visitors.

Job title

Red Squirrel Recovery Network Community Officer

Information for applicants

To apply for the position of RSRN Community Officer, please complete the corresponding Application Form in full, and return it to me (contact details on the front of this pack) by 9am Wednesday 6th August.

Please note, 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 Northumberland Wildlife Trust.



Job specification

Post title

Red Squirrel Recovery Network Community Officer

Location

NWT offices in St Nicholas Park, Gosforth and remote working

Responsible to

NWT Communities and Nature Manager

Responsible for

- Volunteers
- RSRN Project Assistant (early career role) (subject to interest area)
- Engaging people in target communities in the Red Squirrel Recovery Network
- Improving connection to nature for people in target communities

Internal relationships

- RSRN project team
- NWT Conservation Department
- NWT Communities and Nature team
- Trustees/NWT staff

External relationships

- RSRN project partners and project staff employed in partner organisations
- RSRN Partnership Board and Project Advisory Group
- Community organisations, groups and volunteers

Job role

Working with people living in southeast Northumberland, with a focus on Cramlington, Bedlington and Blyth, to increase connection to nature and awareness of red squirrels. These areas are some of the most urbanised and populated areas of Northumberland, with high levels of social-economic disadvantage and health inequalities. They are also areas where red squirrels are still present and where there are active volunteer groups working to protect the species.

The Community Officer's role is to reach and engage more and a wider range of people from these communities in conserving, monitoring and building awareness and advocating for red squirrels.

They will also reach out to new audiences, listening to the broad spectrum of individuals and groups within these communities. They will plan and lead activities, using the red squirrel as a focus or 'hook', to increase connection to nature and motivation to take positive action.



They will feed back lessons learned to the other project officers and the partnership group.

Main responsibilities

- Planning and delivering a programme of events and engagement activities to involve groups and individuals in the project and to improve their connection to nature, following the RSRN Activity Plan. Audiences include community groups, local VCSE sector, local healthcare sector and their service users, schools, youth groups, families and general public.
- Support local squirrel groups to co-host local events and recruit new volunteers to help them protect and champion local red squirrels.
- Provide training and skill sharing opportunities for community groups and volunteers.
- Devise and deliver new and innovative approaches to engaging a wide range of people in the community.
- Develop partnerships with local primary and secondary schools, working together to deliver activities such as improving school grounds for red squirrels, green career sessions, curriculum-link sessions on red squirrels and offering training or skills-sharing for educators to build confidence in taking learning outside.
- Work with NWT project staff to support a work experience week each year of the project.
- Work with project staff in Merseyside, Cumbria and Southern Scotland to share best practice, develop new ideas and learn from each other.
- Provide monitoring data, information and case studies for the RSRN Data Officer and project evaluation.
- Work closely with the RSRN Project Officer to provide advice/expertise/ideas to support engagement activities elsewhere in Northumberland as needed.
- Potentially manage the RSRN Project Assistant (early career post) and support them to develop skills, confidence and experience to progress a career in the conservation sector (post to be line managed by either Project Officer or Community Officer depending on Project Assistant's Personal Development Plan)
- Support project communications including writing, news items and social media content (in line with the RSRN Communications Plan)
- Prioritise and champion equality and inclusion and work with the RSRN team and volunteers to diversify the range of people that are participating in red squirrel conservation and connecting to nature via red squirrels.
- Complete risk assessments and ensure health and safety procedures are met.
- Order resources, equipment and materials as needed.
- Compile progress reports for funders and other stakeholders.
- Contribute to Project Advisory Group, RSRN management team, partnership board and funder reports as needed.



- Share skills, experience, knowledge and learning about RSRN's community work throughout NWT and the whole Wildlife Trust movement.

Other responsibilities

- To act as an advocate for NWT and RSRN and its values.
- Attend NWT/partner staff, departmental and supervisory meetings as needed.

Salary band

Scale C per annum – currently beginning C1 £26,195.

Contribution to personal pension

5% of salary conditional on 5% being paid by pension holder and after probationary period.

Holidays

22 days per year, plus discretionary days at Christmas and one extra day per year of work after 5 years up to 5 extra days.

Hours

The post is full time (35 hours/week). This is normally Monday to Friday but some evening and weekend work may be required.

Car & travel

A full UK driving licence is essential. Fleet vehicles available and access to own transport required, for which mileage is reimbursed.

Contract, probation & notice

The job will start on 1/10/2025 and is offered until 30/09/2029. There is a probationary period of 3 months. A minimum of 4 weeks' notice is required from either party. This post will be subject to a DBS check.

Interviews

Interviews for shortlisted candidates are planned to take place on Thursday 14th August at NWT's Gosforth offices in Newcastle Upon Tyne.



Person specification

Knowledge & attributes

Essential

- Knowledge of and commitment to good practice in working with diverse communities, children, young people and volunteers.
- Understanding barriers to engagement in areas of social-economic deprivation, marginalised groups or health inequalities and how they may be overcome.
- Understanding of the pathways to nature connectedness and the importance of increasing connection to nature for everyone.
- Knowledge of different techniques, resources, tools and activities to engage new audiences with nature and improve nature connectedness.
- Proven ability to communicate, network and build effective relationships with a range of stakeholders from different backgrounds.
- Ability to occasionally travel to other areas within the RSRN project area.
- Excellent communication skills including experience of producing concise, engaging and focused reports, presentations, recommendations and/or grant applications.
- Good working knowledge of word processing, spreadsheet and database software.
- Understanding of red squirrel conservation and willing to promote and support all aspects (including control of non-native species)
- Good understanding of safeguarding procedures and risk assessments.

Desirable

- Knowledge of the target community areas.

Skills & experience

Essential

- Experience of working in community settings and/or with diverse community groups including delivering activities to engage and train a wide range of audiences of different ages, backgrounds and experience.
- Experience of planning and delivering all aspects of community events (including promotion, risk assessment, organising a team, ordering equipment, booking venues etc).
- Experience of working with volunteers.
- Experience of adapting activities or resources to suit the needs of different groups/individuals/audiences.



Desirable

- Previous experience of red squirrel conservation/engagement activities (e.g. survey techniques, grey squirrel control, identification, building red squirrel feeders).
- Experience of delivering activities which engage people with nature and raise awareness about local species and habitats.
- Experience of working with schools and/or youth groups.
- Previous experience of project and financial reporting.
- Previous experience of line management or mentoring/supervising others.
- Experience of using digital engagement tools including social media.

Qualifications

Essential

- Full current UK driving licence.

Desirable

- Completed relevant training such as community organising, Forest School, environmental education or similar, or equivalent level of vocational experience
- Recent training in safeguarding (or willingness to undertake)

Personal

Essential

- Excellent people and communication skills able to work effectively with a range of audiences.
- Innovative and creative.
- Excellent team player.
- Be self-motivated, a good organiser and skilled at delivering within agreed timescales.
- Positive attitude to work focused on solutions and making things happen.

