



Northumberland
Wildlife Trust



Community Engagement 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_0.pdf \(wildlifetrusts.org\)](#)

Disability Confident Committed:

We aim to offer an interview to disabled people who meet the minimum criteria (e.g. Essential skills). This is to encourage positive action. It is important to note that there may be occasions where it is not practicable or appropriate to interview all disabled people that meet the minimum criteria for the job. For example, if there are a high volume of applications. In these circumstances the employer could select the disabled candidates who best meet the minimum criteria for the job rather than all of those that meet the minimum criteria, as they would do for non-disabled applicants.



Community Engagement Officer

We are looking to appoint an organised, flexible and enthusiastic person to join our Communities and Nature team, based at our Gosforth HQ. The heart of this role is to co-ordinate and deliver events as part of our work with the [North East Community Forest](#) (NECF) and as part of [Championing Nature](#).

The North East Community Forest is a 30 year, multi-million-pound tree planting partnership project across the urban northeast. By planting trees and bringing woodlands back into use for both people and wildlife it provides new opportunities for leisure, recreation and cultural activities, enhancing biodiversity, helping us become more resilient to climate change and improving education and healthy lives.

The Community Engagement Officer will organise and deliver tree planting and maintenance. This will combine events for the public, youth and community groups, and local organisations, with practical tasks for Northumberland Wildlife Trust volunteers.

Championing Nature is a six-year programme designed to create lasting connections between people and nature in urban communities. Funded by The All England Lawn Tennis Club and Emirates, it is being delivered by four local Wildlife Trusts across the UK, including Northumberland Wildlife Trust.

At Northumberland Wildlife Trust, Championing Nature launched in June 2025 and focuses on Newcastle and the urban fringe in North Tyneside and Northumberland. It brings together education, family holiday activity and targeted youth engagement. The Community Engagement Officer will lead on co-ordinating and delivering a programme of inclusive and accessible family holiday activities alongside four larger nature celebration events. The aim of these events is to connect families with nature, leading to longer term pro-nature behaviours, particularly those who may not have experienced it before.

This role will include community engagement with multiple stakeholders such as councillors, community groups, members of the public and volunteers, and requires a person dedicated to helping others to connect with nature on their doorstep.

This role is offered at 28 hours or 35 hours per week on a fixed term contract until 31st January 2027.



Information for applicants

To apply for the position of Community Engagement Officer, 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, 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 (NWT).

Job specification

Post title

Community Engagement Officer

Location

The post will be based at St Nicholas Park, Gosforth, with some home working possible, but will involve regular events and site meetings across the North East. A flexible working arrangement will be agreed with the line-manager upon appointment.

Responsible to

Communities and Nature Manager

Responsible for

- NWT volunteers
- Public participants
- Potential future placements, trainees and interns

Internal relationships

- Other staff delivering projects within Championing Nature at NWT
- Other teams in NWT
- NWT volunteers and Young People's Forum
- Trustees/NWT staff

External relationships

- North East Community Forest
- Staff involved in Championing Nature at London Wildlife Trust, Lancashire, Manchester and North Merseyside Wildlife Trust, Birmingham and Black Country Wildlife Trust



- Staff at All England Lawn and Tennis Club and Emirates involved in Championing Nature
- Local councils and councillors
- Volunteers, community groups and local businesses
- Other Wildlife Trust's and environmental organisations
- Contractors (e.g. videography, external evaluators)

Main responsibilities

- Co-ordinate and deliver community, school and corporate tree planting and maintenance (including weeding and surveying) events in line with the aims and objectives of the North East Community Forest, local authorities and NWT.
- Plan, promote and deliver a series of four large-scale inclusive and accessible nature celebration events targeted at families and young people on both our reserves and in urban spaces.
- Plan, promote and deliver a series of smaller-scale family events during the school holidays, aiming to connect those to nature, who may not have experienced it before.
- Develop and maintain strong relationships with charities, community groups, and partner agencies relevant to project.
- Work with external stakeholders and the NWT marketing team to promote events through social media, leaflets and networks and manage bookings through Eventbrite.
- Organise and manage NWT volunteer tasks; including driving NWT volunteers to site, demonstrating tree planting and maintenance techniques, delegating responsibilities and ensuring welfare of volunteers.
- Complete risk assessments for public events, tree planting and maintenance, taking responsibility for the health and safety of all public participants and volunteers during these activities.
- Project reporting (including financial) as required by partners and funders.

Other responsibilities

- Attend meetings on behalf of the Trust
- Ensure all NWT policies and procedures are followed
- Share in NWT's philosophy, participate as a full member of NWT and support initiatives across the whole organisation as appropriate
- Act as an advocate for NWT and its values
- Support financial sustainability and green action across all areas of the Trust
- Undertake other work as required by managers, for example contracted community events and activities.

Salary band

Scale C per annum (pro rata) – currently beginning C1 £26,195



Contribution to personal pension

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

Holidays

22 days basic pro rata, plus the period between Christmas and New Year and all English bank holidays (pro rata, based on 35 hours/week). Where these are worked, time off in lieu is given.

Hours

28 hours or 35 hours per week. Please indicate your preference in the 'additional information' box in the application form. Weekend hours will be required to deliver community events but will be decided in conjunction with the post holder and their manager. NWT operates a flexitime system.

Car & travel

A full UK driving licence and the confidence to drive fleet vehicles is essential. The post-holder will have access to NWT vehicles and will need to use them to transport tools, equipment and volunteers to sites. Mileage is paid for the use of your own vehicle where necessary. There is also good public transport within the urban area of Newcastle along with a network of cycle ways, and we encourage staff to use these where appropriate to help lower the carbon footprint of the organisation.

Contract, probation & notice

This contract is offered on a fixed term basis until 31st January 2027.

There is a probationary period of three months. A minimum of 4 weeks' notice is required from either party.

This post will be subject to a DBS check.

Person specification

Knowledge, skills and attributes

Essential

- Excellent organisational skills, with the ability to manage multiple tasks and priorities
- Excellent face-to-face and written communication skills, able to communicate effectively with a range of audiences
- Ability to lead a team and to be part of a team when needed
- Ability to work independently
- Understanding of safeguarding, health & safety, and equality, diversity and inclusion
- Confidence using IT systems and digital media, including Microsoft tools and



social media

- Willingness to work evenings and weekends as required
- Passion for nature, climate action and supporting people to connect with and take action for the environment.

Desirable

- Ability to carry out outdoor practical tasks which are physically demanding
- Knowledge of ecological surveying, species identification or the nature conservation sector.

Experience

Essential

- Arranging and delivering wide ranging and engaging activities and/or events with members of the public of different ages and abilities, including families, children and young people
- Experience of communicating with a wide range of audiences
- Experience in tree planting and/or practical conservation work
- Experience of working with volunteers and an understanding of their needs and motivation.

Desirable

- Project and budget management and reporting
- Participation in multi-partner project delivery
- Delivering training to support ecological survey and practical conservation tasks.

Qualifications

Essential

- Current full driving license.

Desirable

- Recent training in safeguarding
- Outdoor First Aid Qualification.

Personality

Essential

- Positive, enthusiastic, self-motivated and well organised
- Flexible and adaptable approach to working
- Willingness to learn new skills
- Good people skills, able to develop strong relationships
- Strong commitment to the values and aims of Northumberland Wildlife Trust.

