



JOB DESCRIPTION

JOB TITLE	Project Officer - Polli:Nation for the next generation
LOCATION	Leicester (home)
SALARY	£22,660 – £25,000
HOURS	37 hours per week
CONTRACT	Fixed for the term of the project, until 31 st March, 2022

The Polli:Nation for the next generation Project Officer will support schools across Leicester together with their local community members to help transform their school grounds, local gardens and community spaces into pollinator-friendly habitats.

This 15 month project is funded by the National Lottery Heritage Fund through their Green Recovery Challenge Fund and delivered in partnership with Leicester City Council (LCC) and the Wildlife Gardening Forum (WLGf). It is part of LtL's suite of Polli:Nation projects which have grown out of the award winning Polli:Nation project which itself ran in over 250 schools across the UK.

Pupils in the schools will learn about pollinating insects, how to survey and record pollinators present in their school grounds, learn how to make their school grounds pollinator-friendly then undertake practical work on the ground. They will also teach these same skills to members of their local communities such as family members, faith groups and community gardeners.

Project Officers will receive training which will include the LtL accreditation – Transforming Learning.

POSITION AND ACCOUNTABILITY WITHIN LEARNING THROUGH LANDSCAPES

The Polli:Nation for the next generation Project Officer will work within the Programmes and Partnerships Team, which is led from LtL's office in Stirling by the Head of Programmes and Partnerships. This post will be home based in the Leicester area and will report to the Project Manager.

SPECIFIC TASKS

School engagement

The post holder will be responsible for the engagement of schools across Leicester delivering project activities to these schools and local communities through local organisations and individuals.

- Working with the project manager and LCC to support schools through the programme application process.
- Working with the project manager and LCC to promote the project and survey and the benefits to school through press, local media and local organisations.



- Delivering the project to support schools and local community members through on-line and in-person delivery.
- Enabling pupils to train local members of the community in wildlife identification and recording, development of pollinator-friendly gardens and implanting physical changes.

Resources

The post holder will help to gather and develop high quality learning resources for project beneficiaries including early years, primary and secondary schools, volunteers, local organisations and individuals. Much of this will be drawn from existing resources developed by those working on the Polli:Nation group of projects. Specific duties include:

- Working with LtL staff and partner organisations to identify which Polli:Nation resources and activity sheets will be used for this project
- Researching and signposting to other high-quality learning resources
- Helping to ensure that any online content is fresh and current
- Supporting the development of the WLGf resources for community members and their gardens to complement existing resources for schools.

Training

The Project Officer will work with the Project Manager and project partners to design, plan and co-ordinate the delivery of workshops and training in schools. This will include enabling pupils to train local community members. Specific duties include:

- Working closely with the Lead Project Officer and other Project Officers to co-ordinate the selection of high-quality learning resources for schools
- Attend the regular training of project and partnership staff
- Delivering support schools in Leicester through on-line and in-person workshops for pupils and staff.
- Helping pupils to develop and run community training and delivery for local people associated with schools recruited to the project in Leicester. .

Stakeholders

The Project Officer will work with other members of the LtL team to ensure that the project partners and funders are informed about the project's progress. Specific duties include:

- Developing and sharing best practice through case studies
- Providing updates to the Project Manager about school activities across Leicester



Support

The Project Officer will use their knowledge and experience to contribute to the general work of the Programmes and Partnerships team in advising and helping colleagues, schools and school grounds practitioners across the UK to use, develop and manage school grounds to improve habitats for pollinators in schools. Specific duties include:

- Responding to general enquiries about the project and providing remote support to schools.
- Attending conferences and events to promote the project and share best practice.
- Liaising with the LtL team working on other Polli:Nation projects being delivered across LtL.

The post holder will liaise closely with the Polli:Nation for the next generation Project Manager and other Project Officers.

General

- Contribute to LtL through staff and working group meetings and by taking on specific areas of responsibility as required.
- Participate in training and development activities as required.
- Other appropriate duties as required by the CEO of LtL.

DIVERSITY AND EQUAL OPPORTUNITIES

LtL is committed to genuine equality of opportunity in all aspects of its activities both as an employer and as a national charity promoting children's rights. To this end LtL will work to encourage and assist any disadvantaged groups or individuals and create a level playing field from which equality of opportunity can operate.

LOCATION AND WORKING ARRANGEMENTS

This post is home based in the Leicester area with travel throughout the city and occasional travel to the Winchester or Stirling Office. A full driving licence is therefore preferred for this post. The casual car user mileage allowance is applicable and we operate a 'time off in lieu' policy.



PERSON SPECIFICATION

Job title	Polli:Nation for the next generation Project Officer
Team	Programmes and Partnerships

Essential criteria:

- Be under 25 years old at the start of January 2021
- A commitment to learning outside the classroom.
- Broad knowledge and understanding of the English National Curriculum.
- A knowledge of at least one of the following: pollinators, habitat creation and management, wildlife gardening or citizen science
- Degree standard ability or qualification (degree not necessarily required) in a relevant field
- Fluent in the English language, able to write engaging learning resources.
- IT skills: proficient in Microsoft Office particularly Word, Teams, Excel and PowerPoint.

Desirable criteria:

- Experience of Habitat Surveying
- Experience of involving children and young people in practical nature conservation activities
- Experience of involving community members in nature practical conservation activities
- Experience of delivering training on behalf of a wide variety of clients and in a range of creative styles.

Personal Attributes:

- A passion for nature conservation and engaging children in their natural environment
- Energetic and enthusiastic self-starter
- Ability to promote LtL's message with confidence, flair and passion