



## JOB DESCRIPTION

<b>Job title:</b>	<b>Support Officer - Wildlife Gardening Forum (WLGf)</b>
<b>Team:</b>	<b>Polli:Nation for the Next Generation Project Team</b>
<b>Reporting to:</b>	<b>Dr Stephen Head, WLGf Trustee &amp; Coordinator</b>
<b>Hours:</b>	<b>7.4 hours per week (0.2 full time equivalent)</b>
<b>Salary:</b>	<b>£20k pro-rata</b>

## Terms and Conditions:

This is a fixed term contract ending 31<sup>st</sup> March, 2022.

**Location:** Flexible, home based

The Support Officer post is a part-time post on a 0.2FTE basis and is to facilitate the participation of WLGf within the “Polli:Nation for the next generation” (Polli:Gen) project in partnership with Learning through Landscapes (LtL as lead partner) and Leicester City Council.

The role centres on:

- a) Providing liaison and excellent communication between the WLGf coordinator, WLGf volunteers and community groups working within the Polli:Gen project and other participants.
- b) Coordinating production/distribution of high quality Polli:Gen project materials by WLGf volunteers & community groups.
- c) Providing administration and coordination help to free up WLGf Trustees to engage directly with the Polli:Gen project.

## Specific Tasks:

- a) Providing liaison and excellent communication between WLGf coordinator, volunteers and community groups working within the Polli:Gen project and other participants.
  - Coordinate reporting to the WLGf Coordinator.
  - Provide communication between LtL Project Manager and WLGf volunteers
  - Provide and monitor communication channels between WLGf participants.
- b) Coordinating production/distribution of high quality Polli:Gen project materials by WLGf volunteers & community groups.

- Work with overall Project Team to share materials with WLGf volunteers & community groups.
  - Assist with editing and design of materials prior to publication.
- c) Providing administration and coordination help to free up WLGf Trustees to engage directly with the Polli:Gen project.
- Provide coordinating assistance to WLGf trustees.
  - Work with WLGf coordinator towards extending funding for this post.
  - Manage updating WLGf website/social media with Polli:Gen content
  - Report as required to WLGf Board.

## PERSON SPECIFICATION

### Essential criteria:

- Be under 25 years old at the start of January 2021.
- Proven organisational and self-management skills.
- A knowledge of environmental issues affecting pollinators and habitat creation & management UK wide/globally.
- Degree level or equivalent in relevant field
- Ability to work closely with the Project Team at LtL, WLGf and coordinate responses across organisations.
- Ability to work flexibly throughout the project duration
- IT skills: proficient in Microsoft Office particularly Word, Excel and PowerPoint and use of Microsoft Teams.

### Desirable criteria:

- Experience of working with volunteers and community groups.
- Experience of involving young people and community in practical nature conservation activities.
- Experience of working in charities.

### Personal Attributes:

- A passion for nature conservation and engaging people (communities) in their natural environment
- Able to prioritise workload and work in a flexible manner.
- Able to work effectively from home base.
- Enthusiastic nature and ability to develop positive working relationships.



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## How to apply:

Please send your cv, the equal opportunities form and a covering letter explaining how you meet the criteria in the person specification to [recruitment@ltl.org.uk](mailto:recruitment@ltl.org.uk).

The closing date for applications is 9 am on Friday 5<sup>th</sup> November, 2021

Interviews will be held on Tuesday 16<sup>th</sup> November, 2021.