

## Job Description

**Salary:** £22,000 pro-rata

**Term:** Fixed-term contract until December 2022

**Hours:** 30 or 37.5 hours a week

**Reporting to:** Nature Recovery Project Manager

**Direct reports:** Assistant Parks Activator (Kickstart) – To be confirmed

**Background:** We've been awarded funding to create a Nature Recovery Network across Bournemouth, Christchurch and Poole's parks and open spaces. The project will transform some of our area's green deserts into wildlife-rich sites and will create habitat and species resilience by linking existing biodiverse sites to a wider network. We will work with residents to achieve this, empowering them to care for their parks, reconnecting them with nature and educating them about the environment.

This project is funded by the Government's Green Recovery Challenge Fund. The fund is being delivered by The National Lottery Heritage Fund in partnership with Natural England and the Environment Agency.

**Job purpose:** We are looking for enthusiastic, nature loving staff members to help us bring eight parks to life across Bournemouth, Christchurch & Poole. You'll deliver a programme of activities to increase the local communities' engagement with and use of their local park, educating them about the environment. You will also manage a programme of physical improvements to the parks to increase the ecological potential of the spaces.

### Key responsibilities:

1. Engage with local communities to identify how their parks can meet their needs and priorities, developing innovative ways of engaging with those who do not usually visit our parks.
2. Work with local stakeholders of the parks to plan activities and to gain an understanding of community groups already operating locally.
3. Deliver nature-based activities by extending existing models already in place, such as coordinating volunteering groups, Nature Tots and Park Life family sessions to inspire local residents.
4. Collaborate with BCP Council landscaping staff to develop plans for the parks to help realise the ecological potential for the spaces.
5. Work with BCP Council park operation supervisors and countryside staff to deliver a programme of work to bring about meaningful biodiversity changes and set up monitoring to bring about long-term success.
6. Undertake administration for the project including, but not limited to: maintaining accurate event records, work programmes, risk assessments, evaluation spread sheets, financial reports and outcome reports.
7. Collaborate with other Park Activators to share learning and improve engagement activities, while helping to develop our Assistant Park Activators.
8. Carry out any other reasonable activities as required by the Nature Recovery Project Manager and / or Foundation manager



**Additional information:**

- Must be able to travel across Bournemouth, Christchurch & Poole, using public or other forms of transport where they are viable, or by holding a valid UK driving licence with access to own car.
- Out of hours work (including weekends) will be required
- A DBS check will be required.

**Direct relationships:**

- The Parks Foundation staff
- BCP Council staff
- Local residents and community groups



**Person Specification**

<b>Education, experience and knowledge</b>	<b>Essential/desirable</b>
Educated to A-level/equivalent or relevant work experience	Essential
Experience of working in horticulture or countryside management in a public or semi-public setting	Essential
Experience leading nature-based activities to inspire children and adults	Essential
Proven record of managing volunteers, creating a productive and safe environment in which they will thrive	Desirable
Experience of delivering community events and / or working with community groups	Desirable
<b>Skills and ability</b>	
Excellent written and presentation skills	Essential
High standard of computer literacy (Excel, Word, Power Point and Outlook and the Internet)	Essential
Meticulous attention to detail	Desirable
Organised, with ability to plan and prioritise own workload	Desirable
Ability to develop lasting and positive relationships	Essential
Confident liaising with colleagues at all levels (including senior staff), with the ability to develop relationships with corporate partners, council contacts, community groups and other agencies	Essential
Ability to work in a small team environment working towards shared objectives	Essential
Practical skills to deliver nature-based activities	Essential
<b>Personal attributes</b>	
Committed to developing parks into outstanding spaces	Essential
Approachable and friendly attitude, with tact and sensitivity	Essential
Flexible and adaptable attitude towards work	Essential
Able to work weekends and evenings	Essential
Driving license	Desirable
Interest in nature and the outdoors	Essential