

**COTSWOLD LAKES TRUST**  
**Nature Engagement Officer**

**JOB DESCRIPTION AND PERSON SPECIFICATION**

<b>Job Title:</b>	<b>Nature Engagement Officer</b>
<b>Terms:</b>	15 hours/week; Permanent
<b>Salary:</b>	£10,000 pa (£25,000 pro rata)
<b>Based at:</b>	Cotswold Lakes Trust Offices Cotswold House, Manor Farm, Down Ampney nr Cirencester, GL7 5QF
<b>Managed by:</b>	Conservation & Estates Director

**1. Job Purpose:**

The purposes of this post are to develop, deliver, and co-ordinate the Cotswold Lakes Trust's Nature Recovery Education work programme and to manage the volunteers and contractors as appropriate.

**2. Job role and background**

**Cotswold Lakes Trust** is a charity dedicated to the conservation and enhancement of the Cotswold Water Park for the benefit of wildlife and people.

The **Cotswold Water Park** comprises over 180 lakes and stretches across 42 square miles. It straddles three counties and contains four local authorities.

The Cotswold Water Park is an important site for wildlife with 35,000 wintering and breeding waterbirds, aquatic plants, Black Poplars, bats, mammals, and floodplain grasslands. In January 2021, the Cotswold Water Park was recognised nationally as a Site of Special Scientific Interest (SSSI) it also meets the criteria to be recognised as internationally important for water birds.

The Cotswold Water Park is also an important site for people, around 20,000 people live within the area and in addition approximately 1 million visitors visit and stay in the area to pursue water-based activities and to informally access this landscape.

A key part of this role will be to explore and develop ways to manage these two key features alongside each other.

The Trust employs a small team of staff based at its offices near Cirencester and is governed by a board of seven trustees.

The **Nature Engagement Officer** will be responsible for the delivery, development, and management of the Trust's Nature Recovery Education work programmes and initiatives. The post will be expected to develop and maintain good working links with key local education partners in order to deliver the Trust's objectives. These partners comprise primary schools, secondary schools, and further/higher education providers, as well as other groups from the local community and the wider public.

### **3. Key tasks and responsibilities**

#### **Key tasks**

- a. To lead on the development and presentation of educational materials relating to Nature Recovery in the Cotswold Water Park.
- b. To generate a better understanding and appreciation of the Cotswold Water Park's rich natural heritage amongst the wider public.
- c. To create, through education, positive support for biodiversity programmes created and delivered by the Nature Recovery Officer in line with the Cotswold Water Park Nature Recovery Plan.
- d. To develop individual 'bite-sized' educational projects that meet the needs of local schools and help to deliver the Trust's own on-site biodiversity/access aims.
- e. To develop and deliver educational sessions for schools, either in the Cotswold Water Park or on-site.
- f. Develop and expand educational uses of existing CLT educational resources where appropriate including Gravel is Great and the Beaver Bus.
- g. To develop, help secure sources of funding for, and ultimately deliver larger scale educational programmes that can be provided on-site or in schools (as appropriate) during the peak educational season(s)/term(s). These programmes could focus on natural history, minerals restoration, archaeology and palaeontology, health & wellbeing through accessing the countryside etc.
- h. To lead guided walks for Trust members and the wider public, in order to promote our charitable aims, our ongoing work, and the importance of our sites.

- i. To deliver public talks and presentations to local interest groups.

**The above key tasks monitored using the following mechanisms:**

- a. Develop monitoring programmes to assess the effectiveness of the Trust’s and other partners actions to enhance the environment.

**4. Reporting arrangements**

- 1. The post will report directly to the Conservation & Estates Director.
- 2. The post will be responsible for the management of volunteers and contractors as appropriate.

**Person Specification**

	<b>Essential</b>	<b>Desirable</b>
<b>Education / Training</b>	Degree or equivalent in relevant subject	Higher degree in relevant subject. Membership of a professional institute
<b>Experience</b>	Minimum of 3 years post graduate experience.  Experience with working with schools.  Experience with working with the public.  Working with biodiversity partnerships/ groups, Local Authorities and other statutory bodies  Project management, supervision (and or management) of staff and volunteers	Experience of planning; development control and/or strategic planning.  Fundraising  Ecological survey skills

<b>Skills knowledge and aptitude</b>	<p>Excellent oral, written and presentation skills.</p> <p>Knowledge of ecology, particularly UK native species and habitats.</p> <p>Excellent planning and organisation skills</p> <p>Ability to work pro-actively and independently and be self-motivating.</p> <p>Good IT knowledge and skills especially word processing, spreadsheets.</p> <p>Diplomacy &amp; tact</p> <p>Good Report writing skills</p> <p>Able to travel in the region.</p>	<p>Community engagement and negotiation.</p>
<b>Values and Attitudes</b>	<p>Commitment to improving the environment</p> <p>Promotes partnership working</p> <p>Flexibility</p> <p>Confident</p> <p>Enthusiastic</p>	
<b>Specialist Knowledge</b>		<p>Understanding of regional and local governance structures and roles.</p> <p>Wetland ecology / management of waterbird disturbance</p>
<b>Other</b>	<p>Full clean driving licence</p> <p>Access to vehicle for business use</p> <p>Passion for wildlife and an interest in; nature conservation, heritage, landscape and culture, and community engagement and participation.</p>	<p>Enhanced DBS Certificate</p>

**Conditions of Service:**

- Part time (permanent position, subject to six-month probationary period)
- Flexibility, as sometimes will be required to attend activities in the evenings and weekends
- Holiday entitlement - 24 days plus statutory holidays (pro-rata for part time staff).