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**Job Profile**

**Job Title:** **Wilder Communities Coordinator**

**Reports to:** Communities Programme Manager

**Restoring Surrey’s Nature**

Our challenge at Surrey Wildlife Trust (SWT) is to restore Surrey’s nature and maximise climate adaptation and resilience following Lawton’s approach for a bigger, better, more joined-up ecological network. Our goal is to have 30% of land connected and protected for nature by 2030.

To reach our goal, people need to be at the heart of our mission. By reaching and inspiring more people about the wonder of nature, we will have more people who act for wildlife.

**Overall purpose of the job**

The Wilder Communities Coordinator is an exciting new position that sits within the Communities team. The core focus of this position is to drive forward SWT’s vision for landscape-scale conservation in Surrey by empowering communities to take action for wildlife in a meaningful way in both rural and urban areas. This role is a great opportunity to contribute significantly to nature recovery and climate action.

**Main responsibilities**

The following duties will be the core responsibilities of this position:

* Act as central point of contact for new and existing community links, dealing with enquiries and facilitating a community network.
* Attend site visits, providing ecological/species knowledge and site-specific guidance to communities in key areas across the county, along with completing site visit reports.
* Plan and deliver training sessions to increase the knowledge and skills of individuals and enable them to take the lead on nature-based activities in their own patch.
* Collaborate with colleagues and the local community to design and deliver nature recovery projects.
* Organise community workshops, webinars, and in-person events to inspire and celebrate success in the local community.
* Develop and provide regular communication to the Wilder Communities network (i.e. newsletters, blog articles, videos, and website updates etc.).
* Oversee the provision of the Wildlife Recording Kits. This includes the administration of the kit at Pirbright HQ, and working with Zero Carbon and What Next? who also host kits through their Library of Things.
* Nurture external stakeholder relationships (i.e. environmental NGOs, Local Authority practitioners, voluntary sector infrastructure bodies etc.).
* Work alongside our citizen science programme to increase species monitoring within our community spaces.
* Maintain and develop monitoring, reporting and evaluation and help measure the communities’ impact on connecting land for nature.
* Maintain CRM database of interested communities and organisations.
* To carry out all other such duties as may from time to time be determined by the line manager and/ or Director of Engagement.

**Person Specification**:

A highly organised individual with excellent interpersonal skills, who can deliver the Trust’s objectives via working with a wide variety of communities, employing a passion to empower, and motivate others.

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|  | Essential | Desirable |
| Experience |  |  |
| Experience of successfully working with communities and the ability to reach and inspire others in nature conservation | Y |  |
| Proven track record in project management |  | Y |
| Experience of organising and delivering engaging events and training opportunities |  | Y |
| Working knowledge of habitat creation, restoration and management practices |  | Y |
| Experience of working collaboratively | Y |  |
| Good understanding of Health and Safety, including writing risk assessments | Y |  |
| Personal qualities |  |  |
| Innovative, imaginative, resourceful | Y |  |
| Ability to listen, absorb and receptive to others’ ideas | Y |  |
| Excellent communicator | Y |  |
| Positive, resilient and flexible in approach | Y |  |
| Highly organised, self-disciplined approach to work and ability to manage a varied workload | Y |  |
| Personable and friendly personality with the ability to work with a wide range of people | Y |  |
| Ability to lead, influence, motivate and inspire others | Y |  |
| Willingness to work flexible hours when the work requires, e.g. evenings and weekends | Y |  |
| Knowledge and skills |  |  |
| Proven track record of working with a diverse range of people |  | Y |
| Understanding of inclusion and issues relating to voice and influence | Y |  |
| A good ecological knowledge of the wildlife and habitats of Surrey and the issues affecting them |  | Y |
| Highly IT literate (MS Word, Excel, email, internet, social media and database systems) | Y |  |
| GIS expertise (Arc GIS, Survey 123, Storymaps) |  | Y |
| Confident public speaker with professional presentation skills | Y |  |
| An understanding of safeguarding of children and vulnerable adults | Y |  |
| Current full driving licence and access to a vehicle for work as some of our locations cannot easily be accessed by public transport. | Y |  |