

# GROUNDWORK

CHANGING PLACES  
CHANGING LIVES



## JOB DESCRIPTION

<b>JOB TITLE:</b>	Engagement Officer (REConnect Project)
<b>REPORTS TO:</b>	NBS Programme Development Manager
<b>RESPONSIBLE FOR:</b>	Volunteers and Sessional Staff
<b>PRIORITY CONTACTS:</b>	Private, public and voluntary sector partners; local communities and other Groundwork staff
<b>LOCATION:</b>	Dual working from Middlesbrough office and home. On-site in and around the Esk estuary in North Yorkshire.

### JOB SUMMARY

The role of Engagement Officer (REConnect Project) will be an important part of delivering this aim. As part of our regional charity with a £10 million annual turnover, you will help to develop and implement our wide-ranging land & communities programme.

The postholder will focus on supporting the delivery of Groundwork's commitment to the River Esk Connect (REConnect) Project. REConnect aims to utilise the areas wildlife and species rich landscape to deepen people's connection to nature, improve community awareness of the impact of climate change, and the consequential biodiversity loss, and the importance of river catchment landscapes. It will give people the opportunity to go on a journey where they engage with the landscape and turn awareness into positive action by undertaking tasks to build greater resilience, improve biodiversity, and mitigate the threat that climate change poses.

A partnership of organisations will deliver a suite of nature-based activities, on a landscape wide scale, through citizen science programmes, community engagement and outreach activities, advice, and a series of joint science and arts-based projects.

REConnect will provide the tools to engage, educate, inspire, empower and mobilise current and future generations, providing resource and agency to engender meaningful awareness and lasting action, and create a legacy of renewal along the Esk and Coastal Streams Catchment.

The Engagement Officer will support the delivery of a local education/engagement programme. This will take the form of inspiring practical conservation, restoration, and discovery action days, ranging from short drop-in activities to full day events which will include nature walks, species survey training, high impact conservation and restoration tasks and education sessions to encourage local communities to reconnect with nature. This will give people the tools and the knowledge to take collective everyday action.

The Engagement Officer will work closely with the public, private and voluntary sectors to forge positive relationships and identify and secure opportunities for ongoing programme development.

The postholder will also be responsible for supporting the compilation and processing of claim related documentation and activities working alongside the NBS Programme Manager. This will include the collection, collation and processing of original funding documentation from staff, including manual and electronic filing and archiving to ensure compliance with the programme standards.

Responsible for a range of administrative and financial tasks, the post holder will be required to work proactively with prime funding organisations, ensuring achievement of funding deadlines and a high level of accuracy and quality.

## KEY TASKS

### Key Area: Project Delivery

- Implement a programme of environmental improvements to the Esk estuary
- Lead on the community engagement aspects of the Esk river and estuary including developing and delivering public events, educational sessions with schools and community groups and volunteer days
- Comply with and manage Health and Safety requirements of the role including the production and implementation of risk assessments for all activities
- Monitoring of all activities, including ecological and social impact of sites and participants
- Market and promote Esk REConnect, the NYMNP, Groundwork and funders to support ongoing achievement and programme development
- Ensure effective management and coordination of the project including management of resources, budget management as well as claims and monitoring in line with policies and procedures
- Ensure application and maintenance of quality management systems and standards throughout the programmes including project evaluation.

### Key Area: Project Development

- Work with the wider REConnect Project Team on the development and delivery of the project objectives
- Network at a local level and, as appropriate, at a wider level among partners within the public, private and voluntary sectors to embed the project in the local community
- Identify key strategic partners who can contribute towards the development and delivery of the project
- Identify funding and write relevant grant applications to secure necessary match funding to enable successful delivery of all elements and deliverables of the REConnect Project.
- Liaise, develop and maintain constructive relationships with these key strategic partners
- Promote and contribute to strong collaborative working relationships across the Trust so supporting project development.

### **Key Area: Staff Management**

- Proactively support, train and manage volunteers and sessional required to deliver the REConnect project.
- Management of health and safety policy and procedures to ensure staff understanding and application.

### **Additional responsibilities**

- Integrate with wider team and share knowledge to benefit the holistic development of programmes.
- Comply with all organisational policy, procedures and systems.
- To be aware of, and assume the appropriate level of responsibility for, safeguarding and promoting the welfare of children, young people and vulnerable adults and to report any concerns in accordance with the organisation's safeguarding policies
- Ability to work outside normal office hours.
- Any other duties commensurate with the level of the post.

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