



Job Description & Personal Specification

Job Title:	Green Corridors Engagement Officer
Hours per week:	28 hours per week
Duration:	24 months
Location:	Office base - St Nicks Environment Centre, Rawdon Ave, York, YO10 3FW Project delivery – River Ouse, River Foss, Urban Corridors
Reporting to:	Senior Green Corridors Officer
Responsible for:	N/A

Main Purpose of Job:

The Engagement Officer will work with project partners and local creative agencies to develop engagement tools and deliver activities for engaging local communities, project stakeholders and promoting the Green Corridors work to a wider audience.

General Duties and Responsibilities

Community and Stakeholder Engagement:

- In conjunction with the Green Corridors Team, develop and take part in a programme of engagement events and activities across the corridors to encourage local community involvement
- Develop engagement opportunities and build relationships with a wide range of individuals and groups within the corridors, such as schools, councillors, faith groups, and underrepresented groups
- Work closely with the Green Corridors Team to promote the understanding of species and habitats across the corridors
- Deliver talks, presentations and creative workshops to project stakeholders and communities to encourage positive engagement in the project
- Collect feedback and other data to help monitor the project. Work with independent evaluator to process the data, create reports and develop case studies to ensure project learning
- Help develop strong relationships with key stakeholders including landowners and managers, local authority, local government bodies, conservation groups and residents.

Developing Engagement Tools:

- Continue to develop the Green Corridors engagement strategy to deliver engagement aims across the corridors
- Work with project partners to develop Wild York website as a key tool for engaging communities and building resource across the corridors
- Work with Green Corridors Team and creative partners to develop project signage and publicity
- Work with Green Corridors Team and creative partners to develop digital and physical interactive education tools
- Oversee Green Corridors Team social media and website content.

Any other duties as determined by the Green Corridors Manager relevant to the level of the post.



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Skills & Knowledge	
1.1	Skilled in community and stakeholder engagement
1.2	Skilled at communicating with a diverse range of people
1.3	Knowledge and skills required to create website and social media content
1.4	Able to prioritise workload, work to deadlines and under pressure
1.5	Excellent report writing skills – accurate, engaging, timely
1.6	Knowledge of habitats and species conservation
1.7	Highly effective organisational and time management skills
1.8	Excellent IT skills, experienced in the use of Microsoft Office (Word, Excel, PowerPoint) and email (Outlook)
1.9	Knowledge of GDPR and its relevance to this role
1.10	Knowledge and understanding of issues facing the voluntary sector and the environment
Experience	
2.1	Planning and delivering engagement events and activities
2.2	Working with creative agencies to develop digital engagement tools
2.3	Designing interpretational signage
2.4	Communicating with community groups including schools, youth groups, faith groups and businesses
2.5	Holding creative workshops and delivering informative presentations to a wide range of stakeholders
2.6	Experienced in project evaluation methods and report writing
2.7	Working in cross-sector partnerships to deliver project goals
Values and Personal Attributes	
4.1	A demonstrable commitment to the values of St Nicks
4.2	A demonstrable commitment to sustainability
4.3	An understanding and commitment to the role of volunteers
4.4	Positive work ethic: Professional, enthusiastic, dependable, conscientious
4.5	Ability to work flexibly and effectively as part of a team
4.6	Relationship builder
4.7	Creative thinker
Other Requirements	
5.1	Able and willing to work some evenings and weekends