

Nature Based Wellbeing Manager

Job Title:

Nature Based Wellbeing Manager

Hours/Pattern of Work:

28 hours per week depending upon funding. Hours to be taken Mon-Fri between hours of 09:00 – 17:00 with occasional weekend or evening work by prior agreement.

Location/Primary Place of Work:

Primary place of work is the St Nicks Environment Centre and Local Nature Reserve (LNR) with the opportunity for hybrid arrangements in line with St Nicks policy.

Main Purpose of the Job:

The St Nicks Nature-Based Wellbeing Manager is responsible for the management, coordination and development St Nicks' nature-based wellbeing programmes:

- Ecotherapy programmes supporting individuals experiencing mental challenges across York using nature-based solutions to help them thrive;
- Young people's programmes supporting young people to connect to nature and take action on climate change;
- Ecocrafters group supporting people to make connections through crafting;
- Other activity supporting community cohesion, inclusion and access to nature.

Reports to:

CEO

Direct Reports:

Ecotherapy Officers x 5

Duties and Responsibilities:

Programme Management:

- To manage and oversee the day-to-day running of St Nicks' the nature-based wellbeing programmes, ensuring all groups are staffed. This includes co-ordination of suitably qualified contractors where appropriate.
- Maintain project and financial records in accordance with funders & CEO's requirements. This includes working with Finance to refresh budget/forecast data quarterly and ensuring funding provision and contract terms remain aligned throughout the lifecycle of a funded project.
- Ensure the correct and GDPR compliant maintenance of efficient and effective administrative systems, including diary management, databases, filing and record keeping. This involves administration of newly introduced CRM tool (CharityLog).
- Ensure all grant reporting is completed and submitted on time.
- Programme reports submitted accurately and on time as required by the CEO for bi-monthly Board meetings and annual update for inclusion in the charity's annual report.

- Provide line management, supervision and support the Ecotherapy officers.
- Alongside the Ecotherapy officers, undertake project monitoring, evaluation and case studies.
- Attend mental health and nature connectedness networking and training events as required to keep the programme up-to-date with new initiatives and best practice.
- Work with Ecotherapy officers to organise programme activities. This currently includes our range of children's and young people's outreach activities.
- Alongside the Community Engagement Officer, ensure nature-based wellbeing programmes are represented and updates are made on St Nicks website, social media etc.
- Ensure you and all programme staff, freelancers, beneficiaries and volunteers work within appropriate health and safety, legal and St Nicks policies and risk assessments.
- Working with Ecotherapy officers, carry out and regularly update programme risk assessments

Partnership development:

- Develop new and existing partnerships within the City, and beyond, in relation to nature-based wellbeing for adults and young people.
- Develop referral pathways from primary and secondary mental health services, voluntary organisations onto the Ecotherapy programme.
- Work with educational institutions e.g. the University of York and York St John University to undertake projects, case studies and research into nature-based wellbeing.
- Work with mental health support organisations, educational establishments, youth groups and local partners to promote the nature-based wellbeing programme.
- Represent St Nicks nature-based wellbeing programme at external groups including VCSE Assembly, Good Place Network, Practitioners Forum and Connecting Our City Network.
- Working with the Charity Support Manager and CEO, seek and submit grants to support continuation and development of nature-based wellbeing programme and activity.
- Identify new income opportunities and additional funding for the development of the programme.
- Focus upon long-term sustainability of the programme by creating opportunity for NHS commissioning.

General duties:

- Promote and encourage membership to St Nicks.
- Participate in the day to day work of the organisation – such as reporting, attending team, Board and AGM meetings as required, answering the phone, dealing with enquiries from the public, communicate effectively with colleagues ensuring all necessary information is passed on.
- Work flexibly in response to the needs of the organisation (some evening and weekend work may be required).
- Represent the work of St Nicks at events to members of the public and supporters, where necessary delivering presentations.
- Maintain the strict confidentiality of all information acquired especially with regard to organisational and programme development, donors and beneficiaries.
- To take responsibility for being up to date with current policies and procedures and to adhere to these.
- Keeping updated and being involved with the orchestration of organisational changes and developments through discussions with the CEO and colleagues at staff meetings.
- Remain positive and professional with particular reference to appearance, timekeeping, verbal and non-verbal communication.
- Maintain a safe working environment and good housekeeping practices at all times.

- All other reasonable duties as required in the delivery of this post.

Qualifications/Person Specifications (Skills and Knowledge/Values and Personal Attributes):

Essential Criteria:

- Knowledge of primary, secondary and voluntary sector mental health services, including potential understanding of challenges associated with housing, social care and benefits.
- Knowledge of the barriers people recovering from mental ill-health may face both in and out of the workplace.
- Experience of working with people who are experiencing mental health difficulties, including personal experiences.
- Experience of project management.
- Knowledge of and experience in programme development.
- Excellent organisational and time management skills.
- Excellent verbal and written communication skills.
- Excellent computer literacy skills including the proficient use of MS Office, Databases, email etc.
- Competent user of social media including Facebook, Instagram, or X.
- Experience of leading a team of staff and freelancers / contract workers.
- Experience of engaging young people in activities, preferably nature-based.
- Mentoring experience or similar.
- Honest and dependable with high level of self-motivation.
- Excellent interpersonal skills.
- A commitment to equal opportunities, inclusion and diversity.
- Ability to work on own and as part of a small team.
- Enthusiasm, passion and commitment to St Nicks' vision.

Desirable Criteria:

- Experience of writing, applying for and securing grants.
- Local knowledge of youth groups and primary and secondary educational establishments.
- Local knowledge of York community based resources and activities, including public green spaces.
- Knowledge of and enthusiasm for nature connectedness, youth engagement, Ecotherapy, and other green related issues.
- Access to reliable transport.

Working Conditions:

A mixture of indoor and outdoor working. Some Ecotherapy activities are physical in nature, with ample capacity for reasonable adjustment.

Acknowledgement & Agreement

The above is not an exhaustive list of duties, and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation.