



**JOB DESCRIPTION: TNR Volunteer Co-ordinator (0.6 FTE until 31<sup>st</sup> March 2023)**

**REPORTS TO:** TNR Learning and Outreach Officer

**LOCATION:** Tewkesbury, Gloucestershire

**SUMMARY**

This new post (0.6 FTE) is part funded (0.4 FTE) through Tewkesbury Nature Reserve's successful bid to DEFRA's Green Recovery Challenge Fund (GRCF), combined with other funds (0.2 FTE).

The title of the GCRF project is: GCRF21: *Developing TNR as an urban "green lung" for community recovery*. The project targets the theme of 'Connecting people with nature' for mutual recovery in an urban floodplain setting. The post holder will work with the TNR Learning and Outreach Officer, TNR Reserve Manager, TNR Board of Trustees and TNR Management Team and the project collaborators to support and mobilise volunteers involved in three types of activities: citizen science, practical maintenance and the delivery and support for learning and outreach activities on, and through, Tewkesbury Nature Reserve. The post has a focus on four main activities:

- Developing volunteer groups to support delivery of three sets of tasks: new groups for (1) a range of citizen science monitoring; and (2) learning/outreach activities on, and related to, TNR; and development of an existing volunteering group to support (3) practical maintenance.
- Supporting the volunteers and negotiating their training needs in relation to the new training programme for volunteers developed by the TNR Learning and Outreach Officer.
- Co-ordinating citizen science and practical maintenance activities of different types on the reserve, sometimes working with different specialists.
- Supporting the development of outreach and communications volunteer activities including TNR's website, social media and external presence.

**About TNR:** Within Tewkesbury, Tewkesbury Nature Reserve (TNR), an independent environmental charity, combines concern for nature and community interests, providing a living laboratory (44 ha) for outdoor learning. Urban floodplain nature reserves bring particular challenges with competing interests (nature, farming, recreation, infrastructure, floods), and diverse communities with different drivers, knowledge, skills and values. Acting as unique 'green lungs', they have potential to intertwine recovery for nature and humans. This project aims to step-change delivery of TNR's Learning and Outreach Strategy.

TNR's objectives are set out in its Strategic Plan 2017-2022. This post focuses on leading *Objective 4: Education – Develop the reserve as a learning environment*,

offering a range of learning opportunities tailored to different ages, interests and needs.

As TNR enters its next phase of development, it is moving from a focus on implementing infrastructural changes for wildlife enhancement to engaging communities in using the reserve as a resource for varied learning activities linked to health and wellbeing and wider resilience building.

**Job purpose:** The job supports the development of volunteering across a wider range of activities than currently possible on TNR. The appointee will work with different communities proximal to Tewkesbury Nature Reserve and in Tewkesbury—including the general public, primary, secondary and tertiary education, and community groups. Co-ordination of volunteering activities will be tailored to TNR's urban floodplain setting.

- Citizen science activities will include species identification and monitoring; monitoring of in-channel, riparian and floodplain habitats and their monitoring; riverfly surveys; water quality monitoring; monitoring of the impact of river and wetland enhancements, and impacts of visitor numbers and dog walking. Community participation in national initiatives will be overlaid (e.g. Bioblitz events).
- Practical maintenance activities, working with TNR's Reserve Manager to identify areas of seasonal need for volunteer activity.
- Volunteering opportunities in 'softer skills' will include support for learning, outreach and communication about environment and health, alongside creative methods of engagement.

It is envisaged that 0.2FTE will be spent - on average - each week on these three areas of volunteering support. All are important for the health of the reserve and the communities that use the space. The aspiration is to build a lively and skilled volunteer group across tasks that also offers social connection and friendships.

Initially offered as an 18 month fixed term full-time contract, it is hoped that the position will be able to be extended in some form if further funding is secured. The role will suit an enthusiastic, inspiring and inclusive supporter of outdoor learning and activity. The post requires a good communicator with a passion for working with different communities and making a real difference to, and through, the environment. Ability to engage and communicate effectively with diverse communities is essential.

## **KEY DUTIES AND RESPONSIBILITIES**

### **1. Work with citizen science volunteers**

- 1.1 Build a new inclusive citizen science volunteer community through the reserve as a model of good practice
- 1.2 Build citizen science skill development after initial training
- 1.3 Co-ordinate and quality assure citizen science activities on the reserve
- 1.4 Monitor and evaluate participation of citizen science volunteers
- 1.5 Take lead responsibility for archiving data – both in TNR's archive and in regional/ national databases as appropriate

1.6 Co-ordinate volunteers to participate in both on-going repeat monitoring plus annual surveys that are promoted by organisations nationally (e.g. bird and butterfly counts; bioblitz, waterblitz).

**2. Work with practical maintenance volunteers**

- 2.1 Work to support and develop an existing volunteer group for practical maintenance
- 2.2 Liaise with the Reserve Manager to identify priority and seasonal tasks
- 2.3. Support practical maintenance volunteers on the reserve
- 2.4 Where appropriate, encourage volunteers to develop their skills through the TNR ‘Green Lung’ training programme.
- 2.5 Monitor and evaluate participation of practical maintenance volunteers

**3. Work with learning, outreach and communications volunteers**

- 3. Build a new inclusive ‘softer skills’ volunteer community (supporting learning, outreach and communications) through the reserve
- 3.2 Work with the TNR Learning and Outreach Officer to promote ‘softer skills’ volunteer training through the reserve
- 3.3 Co-ordinate and in some cases support ‘softer skills’ activities on the reserve
- 3.4 Monitor and evaluate participation of ‘softer skills’ volunteers

**4. Project management and sustainability**

- 4.1. Undertake planning for delivery of the role and project legacy
- 4.2 Work with TNR Trustees and TNR Management Team on follow-on bid opportunities to support citizen science and wider ‘softer skills’ volunteering in learning outreach that links environment with health and wellbeing.

**PERSON SPECIFICATION**

Please keep this person specification in mind when completing your application. Knowledge, experience, skills and aptitudes will be assessed through both the application process and at interview.

**Essential requirements**

<b>Training and experience</b>	
1.	Relevant undergraduate qualification in geography, environmental science, ecology, outdoor education or equivalent
2.	Experience of leading community volunteer groups to deliver citizen science activities, practical maintenance or equivalent experience
3.	A good level of experience of successfully engaging diverse groups, including disadvantaged or underrepresented groups
4.	Experience of working in partnership with other organisations
<b>Knowledge and Understanding</b>	
5.	Knowledge and understanding of the environment/environmental issues and ecology
6.	Knowledge of how to communicate effectively with different audiences
7.	Good knowledge of MS Office, email, Twitter and Facebook

8.	Understanding of good record keeping and how to fulfil funders' requirements
<b>Skills, Abilities and Personal Attributes</b>	
9.	Strong attention to accuracy and precision in data recording, and the promotion of this in the data recording of others
10.	Excellent organisational skills
11.	Excellent communication and interpersonal skills
12.	Ability to hold the attention of diverse groups
13.	Ability to step back and support other's experiential learning
14.	Willingness to learn and turn hand to whatever is required
<b>Miscellaneous</b>	
15.	Commitment to equality of opportunity
16.	Ability to work occasional evenings and weekends
17.	Full driving licence

### Desirable requirements

<b>Training and experience</b>	
18.	Theoretical and practical knowledge of environmental science monitoring, particularly relating to water quality, ecology and river geomorphology, and practical maintenance
19.	Experience of leading community volunteer groups to deliver 'softer skills' activities like learning and outreach
20.	Relevant first aid training
21.	Experience of editing a Wordpress, or similar, website

First aid training will be supplied if the successful applicant does not have a current certificate. You will need to be prepared to have a full DBS check for working with young people.

### KEY DUTIES AND RESPONSIBILITIES

**Salary: £25,000 pro rata**

**Contract period:** The position is 0.6FTE (22.5 hours a week) on a fixed-term contract (ending 31<sup>st</sup> March 2023), with possibility of extension subject to performance and funding. The appointment will be subject to a three month probationary period during which no holiday can be taken unless in exceptional circumstances and by prior arrangement.

**Termination of employment:** The period of notice to terminate the appointment will be four weeks by either party (one week during the probationary period).

**Driving licence and vehicle:** A full driving licence and your own transport are required.

**Hours of work:** The basic working week is 22.5 hours. Due to the nature of the work you will be required to be flexible and work outside this normal work pattern for which time off in lieu can be taken. You will not be eligible for payment of overtime for any additional hours worked but Tewkesbury Nature Reserve operates a system of “time off in lieu”.

**Annual Leave:** Annual leave entitlement is 15 days plus public holidays.

## **APPLICATION PROCESS**

Please email a CV (two pages max.) and a covering letter (two pages max.) focussing on why we should employ you, including your relevant experience, how you meet the person specification and what you will bring to the role within the GRCF ‘Green Lung’ project, to [recruitment@tewkesburynaturereserve.org.uk](mailto:recruitment@tewkesburynaturereserve.org.uk). Closing date: 20th October 2021, 12 pm. Interview date is likely to be Friday 29th October 2021. (Please be available for interview on this date).

TNR’s draft Learning and Outreach Strategy can be downloaded from:  
<https://tewkesburynaturereserve.org.uk/jobs/>