



**JOB DESCRIPTION: TNR Access and Community Officer**  
(12 months at 0.6 FTE; £26,500 pro rata)

**REPORTS TO:** TNR Trustee

**LOCATION:** Tewkesbury, Gloucestershire

## **SUMMARY**

Building on the success of TNR's Green Lung project, our 'Enriching Lives through Access to Nature' project will further develop the use of the reserve to support community cohesion. The aim is to provide an environment where people from diverse demographic communities and those identifying as disabled, feel safe, involved and welcomed.

This new post, which originally commenced in October 2023, will act as our ambassador in the local community, build on the profile of the Reserve, local relationships and activity, and identify any barriers that prevent people from using the reserve.

Being led by community consultations, the post holder will work closely with TNR's Learning Officers, particularly the Learning and Well-being Officer, to develop and deliver activities that provide creative, emotional and physical fulfilment to a wide range of local people.

The activities will be focused on outdoor pursuits that link learning and a relationship with nature and health via the reserve. This includes activities for children and families and adult wildlife walks. Working with others, the post holder will devise a programme of workshops that connect with the reserve and nature, as well as helping to nurture the development of a community garden. They will develop visit opportunities for older people and those who are less mobile.

The post holder will provide regular reports of conversations, activities and ideas to the TNR Management Team (including the Reserve Manager and Volunteer Coordinator) and TNR Board of Trustees and use TNR's Equality, Diversity and Inclusion policy to regularly monitor progress against our access aims.

**About TNR:** Within Tewkesbury, Tewkesbury Nature Reserve (TNR), an independent environmental charity, combines concern for nature and community interests, with potential to be a living laboratory (44 ha) for outdoor learning and enhancement of physical and mental health and well-being. 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 development and delivery of TNR's Learning and Outreach Strategy.

TNR's objectives are set out in our new Strategic Plan 2023-2028. This post primarily focuses on leading *Objective 2: "Make the reserve accessible to all as a place where people can connect with wildlife, to benefit learning for sustainability, and physical and mental health and wellbeing"*, but will also contribute to *Objective 4: "Develop the reserve as a learning environment, offering a range of learning opportunities tailored to different ages, interests and needs, especially children, youth and older people"*.

TNR has moved from a major focus on implementing infrastructural changes for wildlife enhancement to engaging communities in using the reserve as a resource for varied learning activities linked to environmental awareness and knowledge, health and wellbeing and wider resilience building.

**Job purpose:** This post will drive forward the use of the reserve to support community cohesion by providing an environment where people from diverse demographic communities, and those identifying as disabled feel safe, involved and welcomed. The postholder will also contribute to the delivery of our core learning and outreach programme.

The role will suit an enthusiastic advocate of the benefits of connecting with natural spaces, who is 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.

Initially offered as a 12-month fixed term 0.6 FTE contract, it is hoped that the position will be able to be extended in some form if further funding is secured.

## **KEY DUTIES AND RESPONSIBILITIES**

### **1. Identify any barriers that preclude some members of the community from visiting the reserve**

- 1.1 Scope possible adjustments to be made linked to an access audit, already commissioned by TNR.
- 1.2 Secure 'lived experience' feedback on access issues from individuals
- 1.3 Work with the Volunteer Co-ordinator as appropriate.
- 1.4 Work with the Reserve Manager as appropriate.
- 1.5 Regularly monitor and evaluate participation (against the TNR Equality, Diversity and Inclusivity policy).

### **2. Engage with local communities to capture their views on what activities and services they would like TNR to offer**

- 2.1 Scope, and if feasible, set up a community forum (or equivalent title). Maintain and extend community discussion groups.
- 2.2 Provide regular feedback to TNR Trustees on community views and ideas.
- 2.3 Work with TNR's Learning Officers to run activities based on community needs.

### **3. Work to engage the community in outdoor learning and wellbeing activities**

3.1 Help to promote community engagement and learning and wellbeing activities on TNR. This will include delivery of activities for young/elderly people and wildlife walks.

3.2 Liaise with artists, performers and craftspeople to run workshops and events for a wide range of groups.

3.3 Promote access and community engagement using different channels including TNR's website, social media and face to face meetings.

3.4 Monitor and evaluate community participation in TNR activities and workshops.

#### **4. Project management and sustainability**

4.1. Manage budget for the Enriching Lives through Access to Nature project.

4.2 Work with TNR's funding group on bid opportunities to continue the development of access activities.

4.3 Work with the Learning Officers, including the Learning and Well-being Officer, as appropriate.

4.4 Work with the Reserve Manager and Volunteer co-ordinator, as appropriate.

### **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, e.g. teaching, social studies, outdoor education, landscape architecture, geography, environmental management, ecology or another related discipline
2	Experience of working with key stakeholders – for example, in the education, health, disability or voluntary, community and social enterprise (VCSE) sectors.
3	Experience of working to develop community outreach and engagement, particularly with disadvantaged or underrepresented groups
4	Experience of communicating to community groups of diverse interests and abilities
5	Demonstrable experience of personal time management
<b>Knowledge and Understanding</b>	
6	A strong interest in access issues, and ability to demonstrate applied knowledge of some of the following: disability advocacy, data analysis, meeting facilitation, working with under-represented groups.
7	Knowledge and understanding of community engagement processes
8	Knowledge of how to communicate effectively with different audiences using different media

9	Knowledge of MS Office, email, Twitter and Facebook or another web CMS programme
10	Understanding of good record keeping
<b>Skills, Abilities and Personal Attributes</b>	
11	Excellent organisational skills
12	Ability to work in a supportive and non-judgemental way
13	Excellent communication skills for both internal and external audiences; excellent interpersonal skills
14	Ability to establish trust and build strong relationships with a range of audiences, using a diplomatic and sympathetic approach
15	A good team player with a willingness to muck in as and when required
<b>Miscellaneous</b>	
16	Commitment to equality of opportunity
17	Ability to work occasional evenings and weekends
18	Full driving licence

### Desirable requirements

<b>Training and experience</b>	
19	Experience of working with communities in a voluntary capacity or as a professional
20	Experience of editing a Wordpress, or similar, website
21	Training in consensus decision making
22	Experience of successfully raising funds for projects
23	Relevant first aid training

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 and adults.

### KEY DUTIES AND RESPONSIBILITIES

**Salary:** £26,500 per annum pro rata

**Contract period:** The position is part-time 0.6 FTE on a fixed-term contract for 12 months, 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.

**Start date:** As soon as possible

## **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 post to [recruitment@tewkesburynaturereserve.org.uk](mailto:recruitment@tewkesburynaturereserve.org.uk). Closing date: Monday 7<sup>th</sup> October 2024 (midnight). Interview date is likely to be Friday 18<sup>th</sup> October. (Please be available for interview on this date).