

Green Recovery Challenge Fund



Department
for Environment
Food & Rural Affairs

The
National Lottery
Heritage Fund



Environment
Agency



PLANTS on the EDGE

VOLUNTEER AND ENGAGEMENT OFFICER

INFORMATION PACK



Contact Info:

Northern Heartlands:



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BACKGROUND

“Plants on the Edge” has received funding from the National Lottery Heritage Fund for DEFRA’s “Green Recovery Challenge Fund” (Round 2).

The project has two strands:

A. Helping to conserve and restore Teesdale’s special flora by:

1. Commissioning a 5-year Monitoring Plan - identifying and prioritising the survey and monitoring needs
2. Conducting a base line survey of an additional 35ha of habitat
3. Commissioning a 5-year Species Recovery Plan - identifying and delivering practical management actions

B. Connecting people with nature by:

4. Building volunteer skills and capabilities.
5. Engaging communities through botanical skills training and an arts outreach programme with schools and groups
6. Raising awareness via an exhibition, talks, web, and social media content

There are 3 partners involved in delivering Plants on the Edge:

Teesdale Special Flora Trust was founded in 2017 by the eminent botanist Dr Margaret Bradshaw, MBE, to promote research into, and conservation of, the special flora of Upper Teesdale. Dr Bradshaw has been studying the unique flora and vegetation of Upper Teesdale since the 1950s. Her long-term studies show the changes in population size and distribution of the flora. The Trust aims to ensure that this vital work will continue. The Trust became a registered charity in 2020

Early in 2020 The Teesdale Special Flora Trust became a charity to increase capacity to raise funds and apply for grants.

The ‘special flora’ comprise 100 plant species of conservation interest, including the ‘Teesdale Assemblage’, a unique community of 20 rare and endangered arctic-alpine plants. The plants include both ‘northern’ species at the southern edge of their range as well as ‘southern’ species at the northern edge of their range. This unusual combination occurs nowhere else in Britain. The ‘Teesdale Assemblage’ of rare plants is considered to have survived continuously since shortly after the last glaciation some 10-12,000 years ago.

Northern Heartlands was one of 16 Great Place Schemes in England funded by Arts Council England and The National Lottery Heritage Fund. The organisation is now an independent CIO (Charitable Incorporated Organisation) using arts and creativity to engage communities across south and west County Durham.

The North Pennines AONB Partnership is an alliance of statutory agencies, local authorities and voluntary or community organisations which care about, and for, the area. The AONB Partnership is the body responsible for co-ordinating efforts to conserve and enhance the North Pennines, and its work is carried out through the staff team employed through its accountable body, Durham County Council.

Location:

The project itself is in Upper Teesdale, County Durham. The location forms part of the Upper Teesdale National Nature Reserve. The base for this role is in Northern Heartlands’ office in Barnard Castle. Travel throughout Upper Teesdale will be required as part of the role.

<https://teesdalespecialflora.uk/>

<https://northernheartlands.org/>

<https://www.northpennines.org.uk/>

JOB DESCRIPTION

JOB TITLE:	VOLUNTEER & ENGAGEMENT OFFICER (Part-Time)
ACCOUNTABLE TO:	Northern Heartlands Director
REPORTING TO:	Teesdale Special Flora Trustees
SALARY:	£28,000 pro rata (0.6 FTE)
FIXED TERM CONTRACT:	18 months

PURPOSE OF THE ROLE:

The Volunteer and Engagement Officer will be responsible for delivering elements of Strand B of the programme, 'Connecting People with Nature'.

DUTIES & RESPONSIBILITIES:

The Volunteer & Engagement Officer will undertake the following duties:

- Finalise a (drafted) volunteering policy for Teesdale Special Flora Trust
- Develop a volunteering programme, working closely with members of the existing Botany Group (founded in 2005 by Dr Margaret Bradshaw)
- Recruit volunteers to take part in the engagement programme
- Finalise programme content and oversee delivery of the programme
- Provide support for the Botany Group by helping to source speakers for public events, creating and distributing publicity for the events and developing audiences
- Oversee a volunteer training programme
- Co-ordinate and manage a public exhibition
- Manage an outreach programme of creative workshops with school and community groups
- Recruit schools/community groups to take part
- Work with Northern Heartlands to recruit artist/s to lead schools and community workshops
- Fulfil reporting requirements for the National Lottery Heritage Fund
- Manage data within GDPR guidelines
- Provide content for social media and website
- Liaise with partners; attend steering group meetings and report to the Trust on progress
- Other duties as required to ensure the project is delivered in line with NLHF requirements and conditions
- Ensure all activities are Covid-secure and carried out within current government guidance

EXPERIENCE REQUIRED

Essential:

- Experience of working with schools and with the community, ideally in a rural environment
- Experience of organising and managing events
- Experience of managing volunteers
- Experience of working with a variety of stakeholders
- An understanding of – and enthusiasm for - the botanical/environmental significance of this work

Desirable:

- An understanding of publicly funded project management and reporting requirements
- Promotion and marketing skills and dealing with the press
- Experience of creating social media content and an awareness of the different audiences for Twitter, Instagram, Facebook, and web platforms
- Experience of working on Zoom or other virtual media
- Ecological and/or botanical knowledge

EDUCATIONAL REQUIREMENTS

Educated to degree level or equivalent

SKILLS REQUIRED

- Excellent written and spoken communication skills
- Ability to problem-solve
- Access to a car and clean driving licence
- Good computer skills (Microsoft Office 365, Word and Excel as a minimum; ideally knowledge of Sharepoint, PowerPoint, Publisher, Photoshop or equivalent)
- An appreciation of the different partners and individuals involved in this multi-faceted project and an ability to 'see all sides', remain calm in difficult situations

TERMS

- Fixed term (18-month) employment contract.
- This is a part-time post (0.6 FTE based on an average 37.5 hr week) but hours will be flexible.
- Some evening and weekend work
- Office space and facilities will be available at the Northern Heartlands office in Barnard Castle and at the NNR's Widdybank Farm in Upper Teesdale

APPLICATION PROCESS

Please submit:

- Letter of application, no more than 2 sides of A4 explaining how you meet the requirements of the role
- Two examples/case studies of similar work previously undertaken
- CV

Please submit your application by email to info@northernheartlands.org with "TSF OFFICER APPLICATION" in the subject line by **12:00 midday on Monday 18th October 2021.**