

# Keeping it Wild Collective

## Assistant

### Job Description and Person Specification

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<b>Responsible to:</b>	Keeping it Wild Collective Coordinator
<b>Responsible for:</b>	Supporting the delivery of the Keeping it Wild Collective
<b>Staff Management:</b>	None
<b>Located at:</b>	Flexible working, with anticipated regular working at Camley St Natural Park, Woodberry Wetlands, Walthamstow Wetlands, our Head office (8-10 Grosvenor Gardens) and the Centre for Wildlife Gardening.
<b>Oversight Committees:</b>	None

### Meet the Team:

London Wildlife Trust has been empowering young people in London to take action for nature for over a decade. Through our Traineeships, Youth Board, and projects like Nature Nurtures, we've heard from young people that being part of a community has been crucial to create belonging. Now, more than ever, we are in a critical decade for climate and nature. The Keeping It Wild Collective will create a vibrant, inclusive, diverse, youth-led movement, creating new young leaders for nature across London, and the team delivering this project will be at the forefront of supporting young people in this. We're looking for someone who wants to help young people find their community, support their ideas, and help us create a London with nature in every neighbourhood.



**Sam Davenport, Director of Nature Recovery**

Sam will start as our new Director of Nature Recovery in March, joining us with almost 20 years' experience of biodiversity and green infrastructure policy and delivery, with much of her career dedicated to nature recovery in London. Most recently this has been at the London Borough of Waltham Forest. She is a passionate champion for urban wildlife and helping connect people with natural spaces and



**Faye Vogely, Head of Youth Programmes**

Faye is an experience programme manager with a passion for helping young people connect to nature. She has previously worked as a field biologist, before turning her hand to community and engagement work. In previous roles, she worked on communications, and set up a leading youth programme in the UK charity sector. She loves working with the Trust's Youth Board and helping them realise their amazing ideas, whilst

nurture their sense of belonging within them. She has a particular interest in how ecologically led design can create resilient and wildlife-rich cities.

supporting Bobbi and Chantelle in delivering their programmes.



**Bobbi Benjamin-Wand, Youth Programmes Coordinator**

Bobbi was a Keeping it Wild Trainee and Youth Forum member, after completing her traineeship she held a position as a ranger at Walthamstow Wetlands before returning to the Youth Programmes team as Youth Delivery Officer. She has a passion for connecting young people from backgrounds typically underrepresented in the environmental sector to wildlife and loves learning about the positive impacts nature can have on young people's mental health and wellbeing



**Chantelle Lindsay, Nature in Mind Coordinator**

Chantelle is the Project Coordinator for 'Nature in Mind', a partnership project between London Wildlife Trust and East London NHS Foundation Trust, facilitated via Newham Children and Adolescent Mental Health Service (CAMHS). With support from our Outdoor Learning team and an NHS practitioner, they deliver a programme of nature-based wellbeing sessions for children and young people on the NHS' waiting lists. They provide a safe, inclusive, and friendly space for young people to nurture their mental health and neurodivergence through a variety of outdoor activities.

### **Role Overview:**

Since 2018, we've been running our successful Keeping it Wild programme, which encompasses paid traineeships, our Youth Board, and our annual Green Careers Showcase. However, young people graduating from these programmes want to do more. We are in a critical decade for climate and nature, and must keep momentum by supporting our large and growing youth alumni, as well as those young people who are yet to meet us, to take further practical action for nature in London.

The Keeping It Wild Collective will realise this ambition of a vibrant, inclusive, diverse, youth-led movement, creating new young leaders for nature across London. We'll do this through a series of masterclasses, by creating youth-led sharing spaces, and by creating bespoke micro volunteering opportunities.

### **Responsibilities:**

#### Project delivery

- To support the Coordinator with the planning, organisation and delivery of events and learning session as part of the Keeping it Wild Collective
- To work closely with site staff to book venues for events
- To assist with organising meetings, room bookings, preparing materials for meetings and workshops, refreshments, and other admin tasks, including taking notes and minutes
- To perform financial tasks such as logging expenses and raising purchase orders.

#### Communications

- To manage enquiries via email, phone and in person
- To support the Coordinator in collating content for reports for funders and stakeholders
- To support the Communications team with the planning and creation of advertising materials for events as part of the Collective
- To work with the Communications team to deliver social media content to promote the Collective to a young audience

### Monitoring and evaluation

- To support the Coordinator in collecting data throughout the project for our monitoring and evaluation work

### General

- To ensure that all Trust Policy is adhered to by all staff and volunteers including Conservation Policies and Position statements, Health & Safety Policy, Lone Working Policy, Code of Conduct, Volunteer Policy, Equality & Diversity Policy, and Safeguarding Policies, and to ensure best practice in working with all service users
- To attend Team meetings and London Wildlife Trust quarterly staff meetings and contribute to papers and presentations as required
- To undertake other duties from time to time as requested by their line manager
- To administer own work, files, and records, attend monthly supervision sessions, and contribute to general running of the Trust as may be required by their line manager

### **Other areas of responsibility:**

- a) Promotion of the Trust: To work at all times to further the aims of the Trust including promotion of Trust membership. To encourage donations and to assist in and promote related events and campaigns where appropriate.
- b) Health and Safety: All staff are legally responsible for ensuring Health and Safety considerations are taken into account in all working situations. Staff are encouraged to make reports or suggestions to the Health and Safety Officer on any matters of concern.
- c) Equality, Diversity & Inclusion: Work at all times within the Trust's EDI policy, and to contribute to any role-related objectives that form part of our overall EDI strategy.
- d) Adhere to the policies and plans of the Trust and be a responsible representative of the team and the Trust to external stakeholders, groups, individuals and funding bodies.

### **Terms and Conditions**

**Salary:** Salary point 16 - £26,565 (£15,939 working 3 days per week)

**Hours of work:** Part time working 3 days per week. Monday – Friday working 7 hours per day plus one hour for lunch. Working hours typically are 9.30am – 5.30pm. Regular weekends working is expected in this role. Evening working is also required, for which time off in lieu (TOIL) will be given. Flexible working arrangements are welcome.

<b>Holidays:</b>	25 days per annum pro rata plus statutory holidays
<b>Tenure:</b>	Fixed Term Contract ending 31 <sup>st</sup> March 2028, with possibility for extension
<b>Sick pay:</b>	Employees are eligible for company sick pay the correct procedures have been followed; employees may still qualify for Statutory Sick Pay.
<b>Pension:</b>	Eligible employees will be auto-enrolled into the company pension scheme. Further details on auto-enrolment can be obtained from this website <a href="https://www.gov.uk/workplace-pensions">https://www.gov.uk/workplace-pensions</a> . Pension contribution rates for LWT are currently at 3% employer and 5% employee. Even if you are not eligible, you can still join the scheme, but the Trust may not have to make any employer contributions. Further details will be provided on joining the Trust.
<b>Employee Assistance Programme:</b>	All employees have access to a free and confidential information, support and counselling service available 24 hours a day, 365 days a year

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The following experience, skills and aptitudes are those that we are looking for in candidates. Those listed as 'Essential' are those that the candidates must have. 'Desirable' skills and experience are those that it would be advantageous to have, although not essential.

Essential	Assessed at	Desirable	Assessed At
<b>Skills and experience</b>			
Experience in engaging with young people in a formal or informal setting	Application & interview	Experience organising or supporting events for a wide variety of audiences	Application & interview
Creative and innovative problem-solving skills	Application & interview	Practical understanding of safeguarding	Interview
Good administrative skills, and competent user of Microsoft Office including Word, Excel, PowerPoint, and Outlook	Application	A practical understanding on the use of social media in communicating with young people	Interview
An excellent team-player, with strong written and verbal communication skills	Application & interview	A practical understanding of data collection for monitoring and evaluation purposes	Interview
Good time-management skills, including punctuality and the ability to work to deadlines	Application & interview		
A general interest in nature and urban wildlife	Interview		
Great communication and people skills	Interview		
Commitment to working in accordance with London Wildlife Trust's key policies and procedures including (but not limited to) EDI, Health and Safety, safeguarding and lone working	Interview		
A pro-active attitude, with ability to set priorities, balance workload, plan and deliver work on time, and work with minimal supervision	Interview		

An enhanced DBS (formerly CRB) check is required for this role.