



## Wilder Connections Project Support Officer Recruitment Pack

Do you have a passion for inspiring and engaging people with the natural world? Are you an enthusiastic team player able to deliver a range of key skills to support an experienced and fast-moving project team? Do you want to be part of a groundbreaking project to realise learning and wellbeing opportunities around an estate-wide nature recovery project?

Post:	Wilder Connections – Project Support Officer
Hours:	37.5 hours per week
Contract:	Fixed Term to 31 December 2027 <i>The role is partly funded by a grant from The National Lottery Heritage Fund which continues until the end of 2027, but our intention is that the role should extend beyond this time.</i>
Location:	Doddington Estate, Doddington, Lincoln, LN6 4RU
Starting Salary:	£25,000 to £26,000 per annum
Responsible To:	Engagement & Learning Lead
Closing Date:	9am, Monday 7 October 2024

### Wilder Connections

The Doddington Hall Conservation Charity has set up the [Wilder Connections](#) project in order to ensure that the unique opportunities presented by [Wilder Doddington](#) are seized and developed, ensuring:

- Wilder Doddington’s ecological impact is maximised
- That we realise the social impact of the nature recovery for the local community:
  - **Empowering** diverse people through nature connectedness
  - Delivering opportunities for local people to take action on climate and nature - at home, at Doddington and beyond - **People-powered nature recovery**
- That we inspire other landowners and managers, policy-makers, opinion-formers, funders and third sector organisations to take similar approaches that realise the **full** value of nature: ecological, social and economic

The project is being funded by a grant from The National Lottery Heritage Fund with additional support from Doddington Farms LLP and Anglian Water.

The main activity objectives for the project are outlined on our [website](#).

### Project Team

The Wilder Connections (“WC”) project team includes six people working on community engagement, education and learning, volunteering and a range of activities for children and adults. The project team works closely with the existing Wilder Doddington (“WD”) team which manages the rewilding project across the estate’s 1900 acres – a key resource of the WC project.

## Role Description

The Project Support Officer (“PSO”) role is fundamental to the delivery of this exciting project. The role requires a range of skills and experience across the following elements which are described in greater detail below:

- Activity administration
- Supporting practical activity delivery – group visits and events
- Volunteer administration
- Data and photographic record keeping
- Marketing and social media
- General project support

The PSO will report formally to the Engagement & Learning Lead and support all the Wilder Connections team and also liaise closely with the Wilder Doddington team. The successful candidate is likely to have substantive experience in key areas of the PSO role and have the ability to quickly upskill in areas where experience is not so significant. Quick learning, agility and the ability to multi-task across both internal management and external engagement is hugely important. Greater details on the various role elements are listed below. As the PSO role will involve working with school groups and potentially vulnerable adults, **the appointment will be subject to a satisfactory enhanced DBS check.**

## Duties & Responsibilities

### Activity Administration

- Maintaining the booking system for Wilder Connections visits and coordinating with other estate users, particularly the Wilder Doddington team and the Lincolnshire Wildlife Trust team.
- Organising booking of rooms and catering as required.
- Managing procurement and storage of resources and material for visits and volunteering including all necessary tools and equipment.
- Set up and take down of classroom material.
- When necessary, assist with organising transport.
- Ensure relevant risk assessments have been undertaken prior to visits from organisations or individuals.
- Follow up of visiting groups for evaluation and performance purposes.
- Maintain and ensure regular review of all Wilder Connections policies and operating procedures.

### Activity Delivery

- Support the Engagement & Learning Lead and Education Delivery Officer in the provision of educational, community and volunteer activities as well as visits organised by the WD team. This will involve direct group delivery support both in the Wild House and visits across Wilder Doddington.

### Volunteer Administration

- Support the Volunteer Coordinator in managing the volunteer scheme.
- Managing the application process and onboarding of new volunteers.
- Managing and improving the booking and recording system for volunteers including onboarding and volunteer activity including hours and work type, training and annual updating of volunteer details. Improve online system and automation of processes.



- Ensure relevant risk assessments have been undertaken prior to volunteer visits.
- Assist and guide volunteers attending Wilder Doddington.

### **Data & Photographic Record Keeping**

- Maintain and further develop databases of photos and video records for Wilder Connections activities.
- Photograph visits and other activity subjects for marketing and evaluation purposes.
- Maintain and further develop the storage of all forms of digital and hardcopy data relating to the Wilder Connections project including survey results; species introductions etc.
- Managing the recording system for Wilder Connections visitors and associated activities including university students and academics.

### **Marketing & Social Media**

- Working with both the WC and WD teams in conjunction with the Doddington marketing team, plan content and delivery times in order to generate marketing material.
- Coordinate and draft engaging material for publicising of future events and activities for newsletters, blogs, website and social media posts.
- Coordinate the sourcing of material from WC and WD team members relating to current activities and news.
- Monitoring social media channels for positive and negative posts and agreeing appropriate response strategy with the Wilder team.

### **General Support**

- Deal with the day to day running requirements of the new education and visitor centre (the “Wild House”), liaising with other teams as appropriate.
- Assisting with team diary management.
- Dealing with daily enquiries via post, phone and email and directing queries to the relevant member of staff or team.
- Providing general administrative support, such as paperwork, data entry, scanning, photocopying, printing and faxing.
- Supporting members of staff with workload and tasks as requested.
- Greet visitors and organise refreshments for meetings and events.
- Demonstrate good teamworking to achieve effective results.
- Attend any training courses identified as necessary for effective performance and continuous improvement.



## Person Specification

### Person Specification- Administrator

E= Essential criteria, D= Desirable criteria

#### Experience

- Minimum of three years' working experience (E)
- Voluntary/Charity sector experience (D)

#### Skills and Abilities

- High level of experience and competency of Microsoft Excel, Word and PowerPoint, databases, electronic diaries (E)
- Competency of Google Forms and Sheets, Mailchimp etc. and integration of these platforms for online accessibility (E)
- Understanding and experience of using social media in a business environment including generating material and monitoring activity (D)
- Good verbal and written communication skills (E)
- Creative thinker particularly in relation to marketing and social media (D)
- Team player (E)
- Ability to comfortably communicate with a diverse range of people (E)
- Professional, friendly and confident manner (E)
- Ability to multi-task with excellent organisation and prioritisation skills. (E)
- Enthusiastic and positive (E)
- Full valid Driving Licence and have own motor vehicle transport (E)

#### Education/Training/Qualifications

- Educated to degree level or equivalent (D)
- Data protection (D)

#### Circumstances

- Ability to work occasional evenings / weekends / bank holidays (E)
- Ability to work outside
- Ability to travel over rough / uneven terrain and walk long distances to accompany group visits etc (E)
- Ability to lift / carry reasonably heavy objects e.g. equipment / tools etc (E)

## Application Form

Please [click here](#) to access the online application form.

Or if you prefer, you can download an application from on our website [here](#).

Deadline for applications is 9am on Monday 7 October 2024.

Please contact [david@doddingtonhall.com](mailto:david@doddingtonhall.com) if you have any queries / require additional information.

