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**Action for Nature - Community Organiser**

**Introduction**

Warwickshire Wildlife Trust (WWT) is one of the 46 UK Wildlife Trusts. Established in 1970 we are a grass roots organisation governed by 14 trustees elected from a membership of 26,000 people, 99% of whom live in the county, and supported by 800 active volunteers. We manage an estate covering 1,000 ha in Warwickshire, Coventry and Solihull and no one living or working in that area is more than 6 miles from one of our 67 nature reserves.

As members of the influential network of Wildlife Trusts, we are part of a collective covering the whole of the UK with 870,000 members, 32,500 volunteers, 2,500 staff and 600 trustees all working together through a central unit, the Royal Society of Wildlife Trusts (TWT). Together we are on a mission to restore a third of the UK’s land and seas for nature by 2030. We believe everyone, everywhere, should have access to nature and the joy and health benefits it brings. Each Wildlife Trust is an independent charity formed by people getting together to make a positive difference for wildlife, climate and future generations. Together we care for 2,300 diverse and beautiful nature reserves and work with others to manage their land for nature, too.

WWT is embarking on a new ten-year strategy setting out the impact we want to have as an organisation. We will be adopting a bold goal that, by 2030, nature will be in recovery with abundant and diverse wildlife everywhere, and that natural processes will be creating wilder landscapes where people and nature thrive.

Our members, staff, volunteers, champions, supporters, visitors and advocates are already part of a growing movement of individuals standing up for nature. However, we know though that for the scales to shift further wildlife needs even more people to be acting in support of nature because, while public concern about the environment is at an all-time high, behaviour change is lagging far behind. Science shows that when 25% of people act this is enough to change the minds and behaviour of the majority so we have set ourselves the ambitious target of helping 1 in 4 people in Warwickshire, Coventry and Solihull to take action for wildlife and become part of Team Wilder.

Team Wilder is built on five key principles: nature connectedness, learning and skills, behaviour change, empowerment, action, and movement building. These principles guide our approach to inspiring more people to take action for nature

As the Action for Nature - Community Organiser, your role will be to connect with communities, understand their needs, and break down barriers to help more people join natures side and get involved in nature recovery. You’ll support individuals and groups to take action in ways that matter to them, empowering them to become leaders and ambassadors for nature. Passionate about both wildlife and people, you will bring a strong commitment to community organising, equality, diversity, and inclusion, relationship building and inspiring and enabling others to make a real difference.

This is a dynamic and people-focused role, where every day brings new interactions with communities and committed colleagues.

When you need to be in the office, we have bases set in the heart of our largest nature reserve at Brandon Marsh, or at reserves in Solihull and Coleshill.

**Job title: Action for Nature Organiser**

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| **Accountable to:** | Action for Nature Manager |
| **Location:** | This role is contracted at Brandon Marsh Nature Centre, Brandon Lane, Coventry, CV3 3GW but follows all the agile working framework set which guides all roles at the Trust (i.e. a balance of office, site & home working where appropriate to the role). |
| **Salary:** | Grade 2b, £25,353 - £34,694 |
| **Benefits:** | Employers’ pension contribution up to 6% (with 4.5% from employee)  25 days holiday plus bank holidays  Access to Electric Vehicle salary sacrifice scheme  Employee Assistance Programme  Death in service benefit equivalent to 3x salary |
| **Liaison with:** | Warwickshire Wildlife Trust staff, volunteers, external partners and general public |
| **Responsible for:** | Volunteers |
| **Hours:** | Full time |
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**Job Purpose:**

The Action for Nature Community Organiser will work alongside communities to help them build collective power, take action, and create change. You will reach out to a diverse range of people, listening to their ideas and supporting them to lead action for nature in ways that are meaningful to them.

**Key Responsibilities:**

1. **Empowering communities and supporting action for nature**

1.1 Engage with a diverse range of communities, meeting people where they are and ensuring inclusivity.  
1.2 Build relationships to understand people’s interests, motivations, and barriers to taking action.  
1.3 Gather stories, experiences, and concerns to identify shared issues and opportunities for action.  
1.4 Support individuals and groups to take action, co-developing plans that improve local spaces for people and wildlife.  
1.5 Encourage people to take leadership roles, helping them build confidence and develop organising skills.   
1.6 Work with local leaders, organisations, and community networks to build partnerships that support community-led action.  
1.7 Create a culture of possibility, where people believe they can create long-term, sustainable change.

1. **Training, resources and practical support**

2.1 Deliver community organising training, helping people develop leadership and movement-building skills.  
2.2 Provide training, toolkits, and guidance to help groups take action for nature.

1. **Communications**

3.1 Help communities share their stories through the Trusts communication channels, local media, social media, and community networks.  
3.2 Support groups in promoting their projects, creating accessible communications to encourage participation.  
3.3 Work alongside communities to co-create local campaigns that inspire others to get involved.   
3.4 Work across teams to champion #TeamWilder, ensuring alignment with movement-building goals.  
3.5 Collaborate with The Wildlife Trusts movement to share learning and strengthen national efforts.

1. **Measuring and showcasing impact**

4.1 Track and evaluate community engagement efforts, gathering feedback to shape future work.  
4.2 Work with the communications, monitoring and data teams to showcase successes, using digital tools, maps, and GIS storyboards.  
4.3 Support citizen science initiatives, helping communities monitor local wildlife.  
4.4 Capture inspiring stories and case studies, highlighting individual and community-led action.  
4.5 Organise events, awards, and recognition schemes to celebrate leadership and impact.

1. **General Responsibilities**
   1. Promote the work, mission and vision of the Trust at all times.
   2. Use every opportunity, commensurate with other duties to contribute to the Trust’s membership recruitment, fundraising and engagement of people.
   3. Work across teams to develop and implement activity plans across the 2030 strategy business plan.
   4. Ensure a high level of customer service in all dealings with the public.
   5. Ensure continuous development of skills and knowledge required for the post, undergoing training and performance review as required by the Trust.
   6. Work within all the policies and procedures of the Trust, ensuring own compliance with the Trust’s health and safety policies and procedures and that of any resources for whom you are responsible.
   7. Work at all times within the Warwickshire Wildlife Trust’s Equal Opportunities Policy and to promote equal opportunities.
   8. Comply with all legal and contractual obligations concerning the responsibilities of your post.
   9. Carry out any other reasonable duties commensurate with the level of responsibility of the post, as requested by the Chief Executive.

**Person Specification**

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| **Experience** | **Essential** | **Desirable** |
| Experience in community organising, grassroots activism, or working with communities to create change (formal or informal). | ✓ |  |
| Experience in bringing people together through events, activities, or informal community gatherings. | ✓ |  |
| Experience of engaging with a wide range of audiences | ✓ |  |
| Managing, supporting and enthusing volunteers | ✓ |  |
| Monitoring and evaluation techniques, across a range of audiences and levels | ✓ |  |
| **Knowledge** | **Essential** | **Desirable** |
| Understanding of community organising, grassroots activism, or how people come together to create change. | ✓ |  |
| Very strong ICT knowledge, especially of MS Office suite | ✓ |  |
| Good understanding of health and safety in the workplace, GDPR and safeguarding procedures. | ✓ |  |
| Understanding of wildlife, nature conservation and environmental issues in the UK. |  | ✓ |
| **Skills** | **Essential** | **Desirable** |
| Ability to juggle different priorities, work flexibly, and stay organised in a dynamic role. | ✓ |  |
| Strong relationship building an communication skills | ✓ |  |
| **Personal qualities** | **Essential** | **Desirable** |
| Flexible, adaptable and the ability to be proactive, self-led and organise own workload | ✓ |  |
| Can work by their own and as part of a team | ✓ |  |
| Good listener and patient | ✓ |  |
| A commitment to equality, diversity, and inclusion. | ✓ |  |
| A belief that everyone can play a role in protecting nature. | ✓ |  |
| A passion for supporting communities and making a difference. | ✓ |  |

**GENERAL INFORMATION FOR THE POST**

**Warwickshire Wildlife Trust**

Further information can be found on our web site: [www.warwickshirewildlifetrust.org.uk](http://www.warwickshirewildlifetrust.org.uk)

**Selection and Assessment**

The candidates who appear to best meet the person specification will be invited to attend for interview. We recommend that applicants pay particular attention to demonstrating how they meet the person specification on the application form.

The assessment will consist of an interview designed to give candidates an opportunity to demonstrate their skills and suitability for the post. Details will be sent to short-listed candidates.

Interviews on Wednesday 26th March.

**Appointment**

All our offers of employment are made, subject to some pre-employment checks including: Satisfactory References, Checks on eligibility to work in the United Kingdom, Checks on relevant certificates. Due to the anticipated level of contact with children or other vulnerable members of society involved with this role, a satisfactory Criminal Records Bureau/Independent Safeguarding Authority check is required.

**Salary**

Your salary will be based on your skills, knowledge and experience. You will be paid monthly in arrears by credit transfer to a bank or building society account.

**Location**

This post will be based at the Trust’s offices at Brandon Marsh Nature Centre, with the option for agile working based on the Trust’s agile working policies. Employees may be required to work at other Trust or non-Trust sites from time to time. The successful candidate will be expected to travel to visit sites within the project area, some of which are in remote locations and many include rough terrain as an integral part of their character. The role will involve some lone working.

**Hours of Work**

Our employees work a 35-hour week (full time). In view of Warwickshire Wildlife Trust’s work, employees can be called upon from time to time to work a reasonable period outside of the set hours. No overtime will be payable.

**Holiday Entitlement**

Our holiday year runs from January to December. Full time employees get 25 days holiday per year plus bank holidays. For permanent members of staff this increases to 27 days after 2 years and 28 days after 5.

**Pension**

You will be automatically enrolled in the Warwickshire Wildlife Trust Stakeholder Pension Scheme if you meet the eligibility criteria, though you may opt out. As an employee you contribute 4.5% of your salary into the scheme and the Trust as your employer contributes an additional 7%.

**Notice**

If you choose to leave the Trust, you will be required to give one months’ notice.

**Equal Opportunities**

Warwickshire Wildlife Trust is committed to equal opportunities and appoints on merit. We welcome applicants from all sections of society regardless of gender, sexual orientation, race, disability, marital status, age and religion, perceived community background or political beliefs.

**CVs**

Please be advised that CV's cannot be accepted on their own and will not be considered if submitted without a completed application form. A completed Warwickshire Wildlife Trust application form only will be accepted.

**Responding to Applications**

Thank you for showing an interest in this job and for taking the time to apply. Unfortunately, due to administration costs, we regret that only short-listed candidates will be contacted. If you have not heard from us within four weeks of the closing date then please assume that your application has been unsuccessful on this occasion.

*The purpose of this information is solely to provide prospective candidates with details relating to the post. It may not be construed as an offer of employment, nor does it form part of the contract of employment or the role profile.*