

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

Job Accountabilities

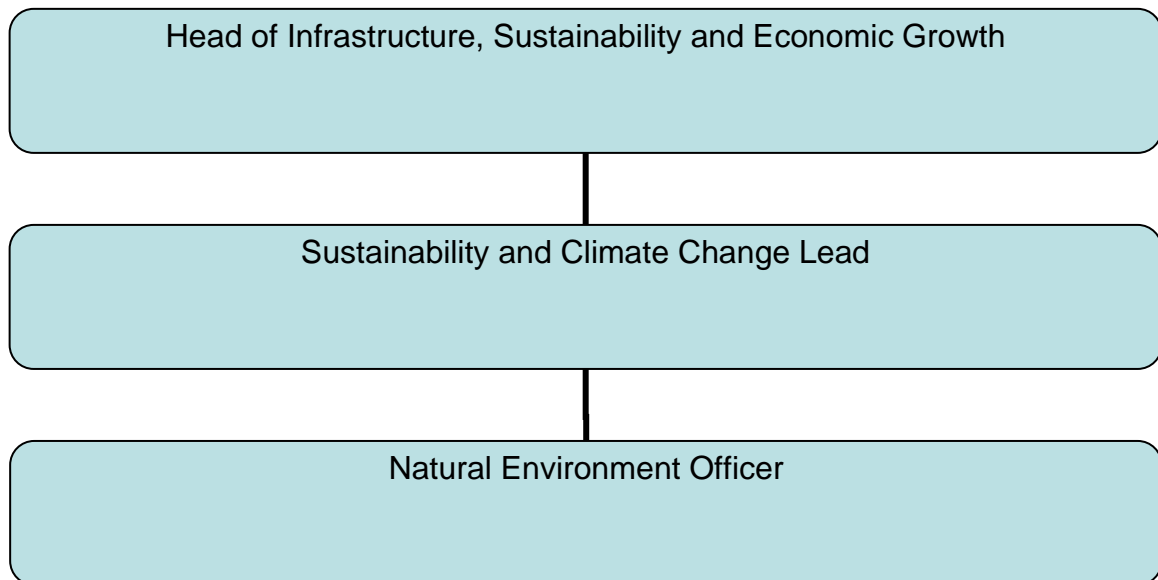
Job Title: Natural Environment Officer	Job number: WM0578
Service Area: Infrastructure, Sustainability and Economic Growth	Team: Sustainability and Climate Change

JOB PURPOSE

To develop positive relationships with schools, residents, community groups and businesses and delivering engaging and informative training and volunteering opportunities for people to connect with the natural environment.

To identify and deliver projects to improve the natural environment within the Borough including those listed in the Environment and Climate Strategy and the Biodiversity Action Plan.

POSITION WITHIN SERVICE STRUCTURE



JOB ACCOUNTABILITIES

Service delivery accountabilities

- To contribute to the planning, preparation and delivery of events and activities for schools, local groups and the public to educate and inform on nature conservation and sustainability
- To deliver natural environment projects as listed in the Environment and Climate Strategy and the Biodiversity Action Plan as well as identify further projects to improve biodiversity in the Borough.
- To develop knowledge in outdoor learning and environmental education by working with the Braywick team, in order to support and extend the centre's capacity to provide outstanding learning opportunities
- To contribute to the planning and delivery of nature conservation tasks on parks and open spaces across the Borough, involving community, volunteers and partner organisations
- To support the effective management of educational resources and equipment at Braywick, ensuring that materials are up to date, properly stored and ready for use
- To promote and follow all Safeguarding procedures to ensure the protection of children and vulnerable adults
- Work with internal and external stakeholders, prepare project proposals and funding applications, monitor progress and ensure successful delivery of objectives within agreed budgets and timescales

Standard accountabilities/responsibilities that apply to all council staff or specific groups are set out in the Employee Handbook; these include:

- Corporate management
- Information governance compliance
- Whistleblowing
- General Safeguarding Statement
- Project and work management
- Working in a team
- Risk management including Health & Safety
- Business continuity
- Equality of Opportunity
- Our corporate values
- Budget management
- Specific responsibilities for managers.

Local operating procedures and specific activities/tasks will be supplied by the service.

Person specification

Key Criteria	Essential	Desirable	How assessed
Qualifications and training	<p>Degree or relevant work experience in a natural environment / biodiversity related discipline</p> <p>Evidence of continual professional development</p>		Application
Job Competence summary (knowledge, skills, abilities, experience)	<p>Previous experience of community engagement</p> <p>Previous experience of environmental education and delivery training sessions</p> <p>Knowledge and interest of sustainability issues</p> <p>Experience of successful partnership working</p> <p>Able to communicate clearly, convincingly and sensitively, orally and in writing</p> <p>Demonstrable commitment to the principles and practice of equal opportunities in employment and service provision</p> <p>A track record of collaborative and team working</p> <p>IT literate</p>	<p>Managing projects and budgets</p> <p>Knowledge of relevant local and national sustainability funding relevant to community action</p> <p>Experience organising workshops and giving presentations to large groups of people</p> <p>Experience developing campaigns and marketing materials</p> <p>Experience of Landscape Visual Impact Assessments</p> <p>Experience of providing feedback planning applications</p>	Application/Interview
Other requirements (e.g., unsocial hours working, driving licence, fit to drive Council vehicle etc)	<p>The post holder will be expected to work flexibly, attending evening meetings at a range of locations across the borough</p>		Interview

<p>This post has been identified as customer facing in accordance with Part 7 of the Immigration Act 2016 and therefore the council's English language fluency standard applies.</p>	<p>The ability to converse at ease with the public, answer questions and provide advice, including the use of specialist terminology relevant to the job role/profession and where necessary for an extended period of time</p>		<p>The competent answering of interview questions in English</p>
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