****

**Environmental Youth Project Officer**

# Context

Yorkshire Wildlife Trust is one the region’s largest and oldest charities, starting life by taking on the ownership and management of Askham Bog nature reserve on the edge of York in 1946. It is one of the 46 Wildlife Trusts and the *Royal Society of Wildlife Trusts* that together collectively form *The Wildlife Trusts Partnership*. Together, they are biggest organisation in the UK working solely for nature.

Today, Yorkshire Wildlife Trust employ more than 140 staff, works alongside over 800 volunteers and 50 trainees supported by over 44,000 members. It manages over 100 nature reserves covering over 3,000 ha of land and works with many other land managers assisting them to improve wildlife on their land – over 6,000 ha last year. The Trust involves people in nature conservation through the simple inspiration of visiting a Trust nature reserve, through events, through environmental education and community involvement. The Trust communicates and advocates for nature across all of Yorkshire, not least through commenting on over 400 planning applications each year.

Yorkshire Wildlife Trust works through a 5-year Strategic Framework, which sets out its strategic intent and provides a guide to taking up opportunities for nature conservation in Yorkshire; these are in turn translated into annual business plans. The Strategic Framework (2018-2023) is new and marries into the Partnership Strategic Framework published by the Wildlife Trusts’ Partnership.

Yorkshire Wildlife Trust’s mission is that Yorkshire should be rich in wildlife for the benefit of everyone with more wildlife, more wild places and more people having a strong connection to nature. Yorkshire needs a recovery of wildlife on land and sea. This can be achieved by creating and protecting and where possible connecting, wildlife-rich landscapes and seas (living landscapes and living seas) in a Society where nature matters.

**Living Landscapes** where…

* wildlife is abundant and thriving in our towns and cities, and across our rural landscape – from mountain top to seashore;
* whole landscapes and ecosystems have been restored to provide a resilient foundation for the lives of wildlife and people, for generations to come;
* wildlife can move freely across the land and along its watercourses, adapting to a changing climate;
* natural habitats and soils accumulate and store water and carbon – helping to slow down climate change and to reduce the risk of droughts and floods; and
* people are inspired by wildlife and value it for the many ways in which it supports our health, wellbeing and quality of life.

**Living Seas** where…

* marine wildlife is abundant and thriving, from the depths of the ocean to the coastal shallows;
* wildlife and habitats have recovered from past declines as our use of the sea’s resources has come back into balance with their ability to renew themselves year after year become environmentally sustainable;
* the natural environment is adapting well to a changing climate;
* ocean processes are helping to slow down climate change; and
* people are inspired by marine wildlife and value the sea for the many ways in which it supports our quality of life

A Society Where **Nature Matters**… in which it is normal for people to:

* have a strong personal connection with wildlife and wild places where they live and work;
* benefit from a healthy natural environment and personal engagement with it – including better health, wellbeing and prosperity;
* understand and value a healthy, wildlife-rich natural environment, and reflect this in their attitudes and behaviours;
* take action for wildlife and wild places, to bring about nature’s recovery on land and at sea – starting close to home.

The Tomorrow Natural Leader is an exciting programme that offer young people 16 to 25 a chance to learn and development with Yorkshire Wildlife Trust. The tailored programme allows participants to experience all areas of Yorkshire Wildlife Trusts work from on the ground practical work to campaigning directly to MPs. In return they help Yorkshire Wildlife Trust read out other young people, inspiring them about nature and wildlife.

**Environmental Youth Project Officer**

# Job Description

## Outline

Responsible to: Environmental Youth Project Leader

Responsible for: Six Youth Leaders (16-24, bursary payment) and other young people (11+) and community volunteers as individual projects develop.

Based at: Potteric Carr nature reserve, Doncaster or York

## Brief

The “Tomorrow’s Natural Leaders” programme is a five-year programme to involve, inspire, upskill and empower young people aged 11 – 24 to take practical action and campaigning for the environment. It is funded by the National Lottery Community Fund as part of the Our Bright Future programme. This exciting and ambitious project will ultimately give young people the skills, knowledge and confidence to undertake independent action for the environment (in the form of paid work, volunteering or training) after their placement with Yorkshire Wildlife Trust ends. Each year for 4 years, 24 young people aged 16-24 will be recruited on year-long placements (four cohorts of 6 young people across Yorkshire) and will develop their skills, knowledge and training - and in turn their will be supported to engaging with other young people (11+) and communities in practical action and campaigning for the environment.

We are looking to recruit a part-time (3 days per week) Environmental Youth Project Officer who will directly supervise, develop and support 6 young people involved with the project to undertake a varied programme of training and hands-on experience, combining practical tasks and activities with training and developmental activities. The Project Officer will also encourage the young people to network across Yorkshire, developing relationships with youth groups and partner organisations and empower the young people to debate on relevant environmental issues and support campaigns on these topics. The Project Officers will contribute to project reports, monitoring and evaluation of the programme and the tracking and evaluation of young people’s experiences.

The Environmental Youth Project Officer will be responsible for:

# Supervision and support of the Youth Leader cohort team

* Support and develop six young people this years to become a cohort of Youth Leaders
* Design and implement a varied and interesting work programme for the cohort include broad experience of practical tasks, visitor engagement, nature reserve management and working with volunteers and communities.
* Support and assist Youth Leaders to work with partners to design their own projects to involve further young people and communities in their placements.

# Training and development

* Ensure each young person on the programme creates and follows a personal development plan and develop individual portfolios, facilitating them to actively take part in a minimum of 10 training sessions over their year-long placement
* Assist in the development and delivery of elements of the YWT annual training programme offered to Youth Leaders, ensuring that cohort undertake appropriate practical and theoretical training.
* Support Youth Leaders in their pursuit of employment, further training or volunteering opportunities to take up after their placement and track progression from the programme for 6-12 months following their placements.

# Campaigning, networking and partnership working

* Support Youth Leaders to research and develop current environmental campaign areas of interest, supporting them to be involved with a Youth Parliament, and run intensive environmental campaigning events as part of the project
* Foster close links with communities, stakeholders, youth organisations and other partners to develop suitable and relevant engagement projects which Youth Leaders, other young people and communities can lead on.

# Project management and administration

* Support the achievement of project objectives, outputs and outcomes on time, to budget and to the quality standards expected by Yorkshire Wildlife Trust, clients, partners and funders.
* To ensure the safe use, storage and maintenance of tools, equipment and other resources required by the team.
* Support the Youth Project Leader, external evaluation consultant and YWT Volunteering Team to implement effective methods to track and monitor Youth Leader personal journeys and monitor their progress through the programme, including use of Upshot software.

# Other

* Promote the Trust and partner organisations whenever possible.
* Abide by all Trust policies.
* Undertake other duties as requested by your line manager and in line with the post.

**Environmental Youth Project Officer**

# Person Specification

## Experience

|  |  |
| --- | --- |
| * Experience of supervising and motivating young people with a wide range of backgrounds and abilities in a youth led way
 | Essential  |
| * Practical experience of conservation land management
 | Desirable |
| * Experience of co-ordinating and delivering training programmes and skills development for young people
 | Desirable |

## Knowledge and Understanding

|  |  |
| --- | --- |
| * A good understanding of health and safety principles and procedures especially safeguarding young people
 | Essential |
| * An understanding of ecology and nature conservation
 | Desirable |

## Skills and Qualifications

|  |  |
| --- | --- |
| * Excellent communication and team working skills
 | Essential |
| * Excellent organisational skills
 | Essential  |
| * Full driving license
 | Essential |
| * IT literate particularly MS Office and Outlook
 | Essential  |

## Personal Qualities

|  |  |
| --- | --- |
| * A careful and safe approach to work and the ability to monitor this in others (particularly young people)
 | Essential  |
| * Positive, enthusiastic and friendly nature with the ability to inspire confidence in others.
 | Essential |
| * A strong sense of initiative to solve practical problems.
 | Essential  |
| * Able to work co-operatively as part of large and varied team, but also self-manage.
 | Essential  |
| * Commitment to nature conservation and environmental causes and campaigning
 | Desirable |

**Environmental Youth Project Officer**

## Terms and Conditions

|  |  |
| --- | --- |
| Salary: | £26,200 per annum (pro rata) |
| Hours: | 21 working hours (3 days) per week. The nature of the post’s duties may from time-to-time require evening and weekend work. Paid overtime is not available, but time off in lieu will be given. |
| Contract: | The Environmental Youth Project Officer contract runs until August 2020.  |
| Flexibility: | Subject to ensuring that the needs of the business and the role are met, the Trust, where possible, endeavours to meet the flexible working needs of its employees. |
| Holidays: | 25 working days per annum in addition to normal public holidays (Pro rata for part time hours). |
| Pensions: | You may be eligible to be auto enrolled into the Trust’s Group Flexible Retirement plan. Written terms of the scheme are available on request from finance. |
| Cycle to work: | The Trust runs a Cycle to Work Scheme. Details of which are available on request. |
| Employee Assistance Programme: | The Trust provides paid staff with access to an Employee Assistance Programme. This is a confidential service which aims to provide staff with support for a range of issues. Further details are available from the HR and Training Manager. |
| Equal Opportunities: | Yorkshire 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.  |
| Place of Work: | The post will be based at Potteric Carr nature reserve, Doncaster DN4 8DB or 1 St George Place, York, Y024 1GN. |
| Travel: | Public transport is encouraged although pool vehicles are available. In exceptional circumstances the use of the officer’s own vehicle may be necessary for business use for which a mileage rate of 27.5p per mile will be paid. |
| Training: | The Trust is fully committed to personal development and training. |
| **Closing date:** | **9am Wednesday 18 September 2019**  |
| **Interview dates:** | **York: Friday 4 October 2019; Potteric Carr: Monday 7 October 2019** |

160505 Environmental Youth Project Officer PT JW CT