

London Wildlife Trust

Youth Volunteering Coordinator (Nature Nurtures)

Job Description and Person Specification

Responsible to: Youth Programmes Manager

Located at: London Wildlife Trust nature reserves across London and our headquarters (Dean Bradley House, 52 Horseferry Road, London SW1P 2AF). Travel and work from our nature reserves is a key part of the role.

Project background:

Nature Nurtures is a new cross-sector project led by London Wildlife Trust with partners [Spread the Word](#), [Black Girls Hike CIC](#) and [London Youth](#). The project will provide a range of nature-themed creative writing/media opportunities that will engage and catalyse young people to take part in taster and longer-term nature conservation volunteering opportunities.

We will train and support young people to take action for London's nature with their peers & develop a new youth volunteering model for London Wildlife Trust. Over the next 2 years we will provide 600 opportunities for 60 young people from deprived communities, often experiencing loneliness, social isolation, and barriers to volunteering. *Nature Nurtures* will create opportunities that are creative, young people-centric, focused on London's natural heritage and wellbeing.

The partnership will achieve this through the following activities:

- Delivering practical nature conservation training and volunteering for young people led by London Wildlife Trust;
- Delivering a range of creative writing opportunities for young people with Spread the Word;
- Producing and enabling creative writing content produced e.g. podcasts anthology, film, led by Spread the Word;
- Delivering a programme of 'Wild Wellbeing Walks' for young people led by Black Girls Hike;
- Delivering OCN accredited training in Youth Leadership, led by London Youth;
- Delivering volunteer management training led by London Wildlife Trust.

As part of this project, London Wildlife Trust and partners will work to inspire young people from underrepresented communities in the nature conservation sector, to get involved in the protection and promotion of London's natural heritage with the overall aim of making nature more inclusive, accessible, and relevant to them. Specifically, this project will focus on young people from Black, Asian, and Minoritised Ethnic heritage, young people with special educational needs and disabilities, and those who live in socio-economically disadvantaged areas of London.

Nature Nurtures is supported by funds awarded by the Department for Digital, Culture, Media and Sports, via the [Volunteering Futures Fund](#) distributed by Arts Council England.

Role overview:

The post-holder will deliver the *Nature Nurtures* project across London, working closely with consortium partners to ensure that *Nature Nurtures* is a success. The post-holder will plan, organise, and directly deliver the youth volunteering sessions (incorporating both practical nature conservation and creative arts opportunities) along with project partners, Spread the Word, Black Girls Hike CIC and London Youth.

Overall responsibilities:

1. Together with the Youth Programmes Manager and project partners, design and develop an inclusive and accessible volunteering programme (20 sessions per year; 40 in total) targeted at young people aged 16-25, based on Trust nature reserves.

2. Liaise with site managers to plan, organise and deliver a programme of conservation works on Trust Nature reserves to build into youth volunteering sessions, including: installation of conservation fencing, path building, hedge laying, woodland management, wetland management, grassland management, step building and invasive species removal, small carpentry e.g. bird nesting and bat box making. Ensure that these activities are accessible, differentiated and meet the needs of young people.
3. Assist project partners Spread the Word with planning and organising innovative nature-themed creative writing/media workshops (10 sessions per year; 20 in total), and London Youth with youth leadership training and Black Girls Hike CIC with planning and organising 'wild wellbeing walks' for young people (5 walks per year; 10 in total).
4. Relationship building and outreach with youth organisations, youth clubs, youth workers and young people located near to Trust nature reserves.
5. Keep accurate expenditure records and evidence and contribute to reporting and financial claims for Arts Council England and other funders as required.
6. Promote and publicise London Wildlife Trust and the *Nature Nurtures* project through a variety of social media channels, web and publications locally and at a London level. Help promote *Nature Nurtures* both internally and externally and in liaison with partners' communication staff.
7. Chair quarterly meetings with the consortium partnership group which will include consortium partners: London Youth, Spread the Word and Black Girls Hike CIC.
8. To contribute to the wider activities of London Wildlife Trust as required by the line manager and attend team meetings and other internal meetings as required.

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) Equal opportunities: To work at all times within the Trust's Equality and Diversity Policy, and to promote equal opportunities wherever possible especially with regard to volunteer and membership recruitment.
- d) All staff may, on occasion, contribute to the work of London Wildlife Trust's trading arm – London Wildlife Limited

Terms and Conditions

Salary: £30,961 per annum pro rata

Hours of work: 5 days a week, 09.30am to 5.30pm. This also includes time for some evening/weekend working for which time off in lieu will be given.

Flexible working (including a split between our offices/onsite and remote working) and job share arrangements will be considered.

- Holidays:** 25 days per annum plus statutory holidays *pro rata if applicable*
- Tenure:** Full-time fixed term contract until May 2024
- Sick pay:** Employees may be eligible for company sick pay if the correct procedures have been followed; employees may still qualify for Statutory Sick Pay.
- Pension:** Eligible employees will be auto-enrolled into the company pension scheme. Further details on auto-enrolment can be obtained from this website <https://www.gov.uk/workplace-pensions>. 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.
- Employee Assistance:** All employees have access to a free and confidential information, support and counselling programme: service available 24 hours a day, 365 days a year



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Department
for Culture
Media & Sport

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The following experience, skills and aptitudes are those that we are looking for in candidates for the above role. Those listed as 'Essential' are those that the candidates must have. Candidates who fail to meet these criteria will not be short-listed. 'Desirable' skills and experience are those that it would be advantageous to have, although it is not essential.

Essential	Assessed At	Desirable	Assessed At
Experience of working on projects involving young people aged 16-25 in outdoor settings	Application & Interview	Experience of managing a partnership with a wide range of organisations	Application & Interview
Excellent communication, networking, and facilitation skills with a range of partners and stakeholders	Application & Interview	Experience of project management and reporting to a funder	Application & Interview
Experience of developing and delivering activities, skills development and training for young people aged 16-25 (online and in-person)	Application & Interview	Experience in surveying and monitoring species and knowledge of London's habitats and species	Application & Interview
Demonstrable experience of planning and delivering a range of practical conservation, land management activities	Application & Interview	Experience using communications and marketing methods (e.g. creating and scheduling social media content)	Application & Interview
An understanding of the youth sector and current issues faced by young people in London	Application & Interview	Experience of facilitating consultation sessions and using participatory approaches (e.g. focus groups, interviews)	Application & Interview
Experience managing, training, and coordinating volunteers	Application & Interview		
Understanding of health and safety relating to volunteering, practical nature conservation and safeguarding in relation to working with young people	Application & Interview		

Excellent administration, organisational and time management skills (including proven ability to work to deadlines) including IT/office skills (Windows MS Word, Outlook and Excel)	Application & Interview		
Excellent interpersonal skills, experience in building and managing effective working relationships with a range of colleagues and external stakeholders	Interview		
Ability to frequently work some evenings and weekends (for which time off in lieu is given)	Interview		
Behavioural competencies and personal attributes			
Ability to communicate with enthusiasm, tact, and diplomacy	Interview		
Self-motivated with the ability to work both independently and in a team	Interview		
Solution-focused, adaptable, and an ability to use initiative alongside compassion and understanding for others	Interview		
Commitment to London Wildlife Trust's vision, mission, and values in accordance with our equal opportunity, health and safety, safeguarding, and lone working policies.	Interview		

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