

Essex Wildlife Trust

Job Description and Person Specification



Job title: Head of Education and Community Engagement

Location: Abbotts Hall

Reports to: Director of Engagement

Job purpose

Essex Wildlife Trust is the county's leading conservation charity, committed to protecting wildlife and inspiring a lifelong love of nature. By 2030, we aim to protect and connect 30% of land and sea and inspire 1 in 4 people in Essex to take action for wildlife. As the Head of Education and Community Engagement, the post holder is responsible for driving all forms of engagement and education, with direct strategic and operational oversight of three of the Trust's key engagement functions: the Education Team, the Community Team, and the Trust's network of Local Groups made up of active volunteers and members.

As well as maximising the impact of these teams, the Head of Education and Community Engagement is responsible for developing new engagement strategies in line with the Trust's Strategic Plan, driven by the goal of inspiring a lifelong love of nature and mobilising 1 in 4 people in Essex to take action for wildlife by 2030.

The postholder will leverage opportunities with local government, commercial and not-for-profit organisations, and the health and education system, in order to position the Trust as a leader in public engagement, outreach, informal and formal learning, movement building, social capital generation, and community organising.

As well as having oversight of our network of Local Groups across the county, the role includes managing relationships with various community groups, town and parish councils, and other important community partners. It also involves working closely with Nature Discovery Centres, the Conservation Team, the Fundraising Team, and the Communications Team, working together across the organisation to embed a culture of impact-led engagement.

Key Tasks

1. Develop and oversee the delivery of successful strategies for new and existing areas of education and engagement in line with the Trust's Strategic Plan, creating a pipeline of inspiring projects and ideas, and instilling an organisational culture of impact-led engagement.
2. Oversee the strategic development – and ensure excellent operational management – of the Trust's Education Team, the largest county-based provider of outdoor learning in the UK, ensuring that provision continues to evolve while maintaining high standards.
3. Work with colleagues across the Trust to develop the programme of community organising projects and develop an organisational culture of community action and mobilisation in line with our Team Wilder ethos, realising the potential of social action as a form of conservation.
4. Have strategic oversight of Local Groups, ensuring that they are delivering against the Trust's strategic priorities, as well as being valued and involved.
5. Cultivate strategic relationships with community leaders, corporate members, and education and health partners to further the influence of the Trust, mobilising people to take action for wildlife while ensuring excellent stewardship and stakeholder management.
6. Position the Trust as a thought leader in engagement, developing organisational expertise in nature connectedness, nature relatedness, and behaviour change.
7. Ensure that teams work effectively with other departments within the Engagement Directorate, as well as Nature Discovery Centres and the Fundraising Team.

8. Develop key performance indicators and impact measures, ensuring regular analysis and performance reporting across all activities, and championing the role and successes of engagement.
9. Be an exemplary spokesperson and ambassador, fronting community campaigns and media where appropriate, with the ability to inspire people and rally them to action.
10. Manage the collective and individual performance of teams, supporting a culture of continuous improvement through learning and development and on-the-job experience.
11. Manage departmental budgets, oversee the annual budget-setting and target-setting process, and ensure that annual income and delivery targets are met or exceeded.
12. Work collaboratively and build strong relationships with colleagues across the Trust to create maximum impact across all areas.
13. Be accountable for relevant policies, procedures, and practices, ensuring that activities are assessed, compliant, and demonstrate the highest levels of professionalism.
14. Be the overall Safeguarding Lead for Engagement and the accountable person, acting as Deputy Designated Safeguarding Lead, attending groups and forums as appropriate.
15. Be the main point of liaison with The Wildlife Trusts' relevant central teams.
16. Work closely with fellow Heads of Department to ensure excellent leadership, supporting the Director where appropriate.
17. Work effectively with colleagues across the Trust and demonstrate the values of being Impactful, Collaborative, United and Proactive.
18. Demonstrate and develop skills, attitudes, and behaviours in line with the Trust's Leadership Competencies Framework.
19. Work effectively as part of the Trust's Operational Leadership Team, supporting the Strategic Leadership Team to deliver the Strategic Plan.
20. Work closely with colleagues and counterparts across the Wildlife Trusts movement, sharing ideas and best practice, in the spirit of cooperation and continual improvement.
21. Undertake any other duties assigned by SLT that are deemed to be within the scope of the role and the contract of employment.

Knowledge and Skills

1. Has relevant professional qualifications and/or comparable on-the-job experience at a senior level in at least one key area of the role.
2. Has a high level of proficiency with the Microsoft Office suite.
3. Has experience and knowledge of the education system.
4. Has experience of Local Authorities and devolved government, including local town and parish councils.
5. Is familiar with community organising principles and methodologies.
6. Has excellent knowledge of UK wildlife and conservation issues and how these relate to community engagement.
7. Is a great collaborator with other teams and departments.
8. Keeps up to date with current affairs, particularly in the environmental arena.
9. Is flexible and willing to support out-of-hours demands as and when required.
10. Is experienced at being interviewed and providing detailed media statements.
11. Has the ability to work under pressure.
12. Has line management and leadership experience.
13. Has experience of developing and delivering successful strategy.
14. Has excellent verbal and written communication skills with great attention to detail and the ability to communicate and influence.
15. Possesses good organisational skills and the ability to handle multiple projects simultaneously whilst meeting deadlines.
16. Is proactive and enthusiastic, with a 'can do' attitude.
17. Can work individually, as part of a team, and across different organisational departments.

Additional information

- The role entails some evening and weekend working.

- The role requires an interest in working for a charity that is determined to protect wildlife for the future and for the people of Essex.
- The role requires the ability to drive, including a full driving licence and use of a vehicle, though pool vehicles may sometimes be available.
- The role is based at Great Wigborough, Essex, but requires regular travel across the county and beyond, with mileage paid for additional travel.

Disability Confident Statement

As a Disability Confident employer, we are committed to offering an interview to anyone with a disability that meets all the essential criteria for the post. Please let us know if you require any adjustments to make our recruitment process more accessible.