

STAA: Gateway to the Gardens

Job Description: Natural Heritage Engagement Worker



Job title	Natural Heritage Engagement Worker
Duration of post	Funded to 1st September 2020
Salary	£22,000 (pro rata)
Working week	10 hours a week. A significant amount of this role is based on supporting activities and events, and attending external activities, so there is a need to be flexible to include evenings and weekends.
Annual Leave	25 days per annum (pro rata)
Bank holidays	Normally 8 days per annum (pro rata)
Reponsible for	volunteers

The role

Overall aim: To be an outward facing worker for the Natural Heritage project, engaging new visitors, groups and volunteers in new exciting ways.

Working across the organisation as a whole, and specifically with the Natural Heritage and Volunteer Development Worker, the postholder will:

- Develop, deliver and coordinate Natural Heritage activities such as tours, talks and workshops.
- Research new opportunities and content for Natural Heritage activities
- Liaise with colleagues, volunteers and our local network (new and existing) about new opportunities to promote Natural Heritage activities and attract volunteers and visitors
- Induct and support volunteers to deliver the Natural Heritage projects
- Promote STAA and the Natural Heritage project through community -based groups and organisations
- Act as a point of contact for enquiries from members of the public and groups for STAA and Natural Heritage activities.

Principle duties and responsibilities:

- Deliver a programme of activity linking our wildlife, heritage, gardening and community themes
- Support and train volunteers to deliver the Natural Heritage activity programme
- Make contacts with relevant special interest groups and local community groups to create a new network of volunteers and visitors
- Liaise with volunteers and external deliverers to check availability and confirm activities and bookings

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- Provide volunteers and activity leads with all information required for each activity and liaise with colleagues and others to ensure all resources and materials are in place.
- Develop resources to promote the Natural Heritage activity programme
- Be responsible for the purchase, organisation and maintenance of resources required across the Natural Heritage programme
- Monitor and report on feedback and attendance at all events and activities
- Administer bookings for activities and events, including developing new systems and trialling new mechanisms
- Support the use of the organisations social media, website and resources for promotions and marketing.