



Job Description and Person Specification

Position: Project Officer, Somerset Green Pathways for Life

Reporting to: Development Manager

Duration: Fixed term contract for 2 years. We are aiming to extend the contract further, depending on funding

Salary: £21,000 per annum pro rata

Hours: Part-time; 21 hours per week (we can agree flexible hours; working hours will include occasional weekends).

Location: Home based in Somerset

Froglife is a national wildlife conservation charity that specialises in the conservation of amphibians, reptiles and their habitats. We believe that the long-term success of conservation efforts can only be maximised through the inclusion of people from wide ranging backgrounds, and one of Froglife's defining features is our commitment to involving people in every aspect of our work.

Green Pathways for Life aims to enhance the lives of people living with dementia through conservation activities, to increase their confidence, transferable conservation skills and emotional, social and physical wellbeing. Froglife set up the project in Glasgow and it has been running well. The Somerset Green Pathways Project Officer role will involve setting up and leading the day to day delivery of this project in Somerset.

This work is funded by Somerset County Council, as part of their programme to support the development of services and activities for people with memory loss or dementia in Somerset.

Froglife, 1 Loxley, Werrington, Peterborough PE4 5BW

Tel: 01733 602102 Email: info@froglife.org

www.froglife.org

Charity Patron: Mike Dilger



Job Description

Principle duties and responsibilities:

- Consult and build relationships with people with dementia and their carers
- Plan, deliver and evaluate practical outdoor sessions for people with dementia in Somerset
- Use the Froglife curriculum to ensure sessions are packed with conservation messages, helping participants to appreciate amphibians and reptiles and enjoy the outdoors.
- Involve participants in improving their local green spaces for people and for wildlife, making sessions interactive, positive and engaging
- Build relationships and liaise with referral agencies, community centre managers, green space managers and funders to ensure activities meet the needs of all stakeholders and ensure that those in need of the project are able to access sessions.
- Recruit and support volunteers to help with the delivery of the project.
- Ensure that project targets are met, reporting back to donors and trustees through regular reports.
- Support the Development Manager to gain match funding for the project
- Manage the equipment and travel budgets.
- Keep good records and maintain good standards of monitoring and evaluation
- Ensure that the project is widely promoted and obtains good press and social media coverage, making sure funders and partners are recognised in the publicity
- Any other duties relevant to the project.

Other duties

- To contribute to the wider work of Froglife as required by senior management.
- To encourage and maintain professional standards
- To act as a responsible ambassador for Froglife

This job description is an indication of the breadth and requirements of the post. The post-holder will be expected to be flexible and accept that certain elements/priorities of the job description may vary as the project develops.

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Person Specification

Knowledge

- Practical knowledge of conservation activities and habitat creation and management.
- An understanding of issues affecting people with dementia, developed either through work, voluntary work or personal life
- Sound knowledge of wildlife and environmental issues
- Proficient at using MS Excel, PowerPoint, Word and Outlook.

Experience

- Track record in delivering innovative and inclusive activities to attract wide ranging audiences and leading groups in outdoor environments
- Experience working with disadvantaged groups
- Experience in working with wide ranging partner organisations.

Personal Attributes

- A willingness to work flexible hours
- Self-motivated with can do attitude and able to manage your work priorities
- Excellent organisation and communication skills.

Desirable criteria

- Good knowledge of the geography, demographics, wildlife in Somerset and the surrounding regions.
- Driving licence and own car
- Knowledge of amphibians and reptiles
- Qualification relevant to working with people with dementia
- Confident using hand tools such as saws, loppers, drills etc.
- First Aid Qualification; safeguarding trained

Note: This position requires a Disclosure and Barring Service check

Deadline for applications: Midday 18 December 2019

Interview date: 9 January 2020, in Bath

Please send a two page CV and a covering letter showing how you match the essential and desirable criteria and your relevant experience to Sheila.gundry@froglife.org

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