



Job Description and Person Specification

Position: Project Manager – Leaping Forward for Dementia (London)

Reporting to: Development Manager

Duration: Fixed term contract for 5 years.

Salary: £30,000 per annum with potential annual inflation increases based on CPI rates.

Hours: 35 hours per week – flexi-time, core hours 8-10am to 4-6pm.

Location: Spitalfields City Farm and working from home with frequent travel around London.

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.

Leaping Forward for Dementia aims to enable people living with dementia in London to get involved with nature conservation work. This enhances lives through improved confidence, transferable conservation skills and emotional, social and physical wellbeing.

Froglife has a growing level of expertise in this field, with successful projects ongoing in Glasgow and Somerset. The post holder will be responsible for continuing and expanding this exciting work for the people and wildlife of London.

This project will be adaptive and dynamic in light of the current Covid-19 situation. The post holder should therefore be prepared to work with uncertainty and change, in a positive and proactive manner. Our strategy is to begin this project in the Borough of Lambeth before

Froglife, 1 Loxley, Werrington, Peterborough PE4 5BW

Tel: 01733 602102 Email: info@froglife.org

www.froglife.org



expanding it to Ealing and potentially other London Boroughs. We welcome applications from applicants who can travel in a way that minimises Covid-19 risk and is sustainable, such as walking and cycling, but we are open to applications from all candidates. Froglife is an equal opportunities employer.

This work is funded by City Bridge Trust's Bridging Divides strategy, which supports work tackling poverty, disadvantage, need and inequality in London.

Job Description

Principle duties and responsibilities:

- Consult and build relationships with people living with dementia and their carers.
- Plan, deliver and evaluate three elements of the project:
 - Wildlife Gardening Workshops: People living with dementia, carers and others. Plus workshops just for carers and social workers. Venues will include dementia cafes, care homes and other venues where people living with dementia congregate. These workshops will include young people attending to capture wildlife memories and experiences from the participants.
 - Wildlife Gardening Practical Sessions: People living with dementia – we already work closely with numerous community gardens, parks and allotments in London and these will be the venue for these sessions.
 - Wildlife Routes: Offering people living with dementia and their carers a range of professional training packages to pursue higher level wildlife interests, delivered by Froglife's wider team and by consultants Froglife currently work with.
- 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.
- Ensure that sessions follow government guidelines around Covid-19, while building confidence for people to access outdoor spaces safely.
- 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.
- 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.

Froglife, 1 Loxley, Werrington, Peterborough PE4 5BW

Tel: 01733 602102 Email: info@froglife.org

www.froglife.org



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.

Person Specification

Knowledge

- Practical knowledge of conservation activities and habitat creation and management.
- An understanding of issues affecting people living 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

- Prepared to travel in ways that minimise Covid-19 risk and are environmentally sustainable, such as walking and cycling.
- Good knowledge of the geography, demographics, and wildlife in London .
- Knowledge of amphibians and reptiles.
- Qualification relevant to working with people living 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.

Froglife, 1 Loxley, Werrington, Peterborough PE4 5BW

Tel: 01733 602102 Email: info@froglife.org

www.froglife.org



Deadline for applications: Midday 16th September 2020

Interview date: 30 September 2020. Interviews will be held either online by video conference call, or in person in Lambeth. To be confirmed prior to interview date.

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

Froglife, 1 Loxley, Werrington, Peterborough PE4 5BW

Tel: 01733 602102 Email: info@froglife.org

www.froglife.org

