



**FLOW - Fixing and Linking Our Wetlands Communications and Engagement Officer**  
**[Heritage Lottery Funded]**

£22,500 pa  
pro rata for 2 days a week  
Fixed Term contract to the end of December 2020

**Location:** Manhood Peninsula, West Sussex  
**Responsible to:** The Project Manager & Project Board  
**Responsible for:** Volunteers  
**Based:** Selsey office/Home-working  
**Closing date:** Friday 21<sup>st</sup> September  
**Interview date:** to be confirmed  
**Proposed start date:** as soon as possible

**Context**

The Manhood Wildlife and Heritage Group (MWHG) has been working to improve the local environment on this gem of a peninsula, located to the south of Chichester, since 1997 and was awarded the Queen's Commendation for Voluntary Service in 2010. The Group has about 80 members, most of whom are active volunteers. They manage sites across the peninsula, including many wetland sites and carry out extensive survey work. The Water Vole, for which this area is a local stronghold, has been targeted with ongoing survey and monitoring work. The FLOW Project builds on the Group's previous work and stems from the Group's vision of a landscape management plan for the Manhood as a whole – a healthy wetland network being a key element of this.

**The FLOW Project**

FLOW is an HLF funded project to survey, primarily, the ditch and hedgerow network of the Manhood Peninsula, then to plan and make improvements, in terms of wildlife value and sustainable water management. The aim is to engage volunteers in many aspects of the project, including the surveys themselves, data entry and analysis, physical improvements, monitoring and evaluation.



## **Job Description**

To assist the Project Manager and Field Officer in developing a Living Landscape across the wider environment, between the internationally important sites of Chichester and Pagham Harbours, specifically providing an improved wetlands network.

The officer's main duties are set out below:

## **Volunteer Engagement and Support**

- To recruit, induct and support volunteers
- To assist the project team in preparing a range of promotional, educational and training materials
- To help organise and run training events
- To help organise and run educational activities for all ages in order to engage the wider community in the project
- To support the project team to develop the capacity of volunteer groups to work independently
- To promote the Health and Safety of volunteers
- To maintain and publicise a regular diary of FLOW events

## **Communication**

- To increase awareness of FLOW and to keep the public and key audiences updated on project progress – through the local media, a regular e-bulletin, the MWHG website, facebook page & newsletter etc.
- Assist the project team in organising workshops to disseminate best practice in land management and build understanding and knowledge of wetland issues.
- To co-ordinate the group's attendance at public events in order to promote the project and wider work of MWHG
- To work closely with the Website and Social Media Manager

## **Other**

- To provide advice and guidance to the project team on communication and engagement strategies.
- To maintain accurate records to assist in the monitoring and evaluation of the people and communities elements of the project.



- To assist the project Financial Controller in maintaining financial records for the communications and engagement elements of the project.
- To maintain regular communication with the Project Manager
- To attend all necessary staff and Project Board meetings
- To provide effective communication with the FLOW Project Board
- To attend and comply with any training as necessary
- To promote MWHG and encourage membership of the group
- To abide by all MWHG policies
- To undertake other duties as required and in line with the post and the project



**Communications and Engagement Officer  
Person Specification**

<b>Criteria</b>	<b>Essential (E) or Desirable (D)</b>
<b>Experience</b>	
<ul style="list-style-type: none"> <li>• Experience of recruiting, supporting and leading volunteers</li> </ul>	E*
<ul style="list-style-type: none"> <li>• Experience of producing materials to support training and education</li> </ul>	D
<ul style="list-style-type: none"> <li>• Experience of community engagement including organising and helping to run events</li> </ul>	E*
<ul style="list-style-type: none"> <li>• Experience of giving presentations to children and adults</li> </ul>	E*
<ul style="list-style-type: none"> <li>• Proven track record of communicating with a diverse audience across a range of media</li> </ul>	E*
<ul style="list-style-type: none"> <li>• Experience of communicating through social media</li> </ul>	D
<b>Knowledge and Understanding</b>	
<ul style="list-style-type: none"> <li>• General knowledge of wildlife, including wetland habitats and species, and conservation issues.</li> </ul>	E*
<ul style="list-style-type: none"> <li>• Understanding of the H&amp;S requirements of running volunteer work days and knowledge of how to carry out risk assessments</li> </ul>	E*
<ul style="list-style-type: none"> <li>• Knowledge and understanding of current legislation relating to volunteer and communication issues</li> </ul>	D
<b>Skills and Qualifications</b>	
<ul style="list-style-type: none"> <li>• Environmental/Conservation qualification or equivalent “on the job” experience</li> </ul>	D
<ul style="list-style-type: none"> <li>• Excellent communication skills – both written and spoken</li> </ul>	E*
<ul style="list-style-type: none"> <li>• Full clean driving licence</li> </ul>	E
<ul style="list-style-type: none"> <li>• Excellent IT skills</li> </ul>	E*



<b>Personal Qualities</b>	
<ul style="list-style-type: none"> <li>Organised and able to be self-led, whilst also being able to work well within a team</li> </ul>	E
<ul style="list-style-type: none"> <li>Good time management and an ability to manage own workload</li> </ul>	E
<ul style="list-style-type: none"> <li>Ability to use own initiative, be creative, seek opportunities and find innovative solutions</li> </ul>	E*
<ul style="list-style-type: none"> <li>Friendly and approachable and able to deal with conflict situations diplomatically gaining positive results</li> </ul>	E
<ul style="list-style-type: none"> <li>Professional at all times</li> </ul>	E

**Completing your application form** – Those criteria marked with an asterisk above will especially help to determine which candidates are shortlisted for interview. You are advised to ensure that you demonstrate on your application form how you meet each of these criteria, giving details of your relevant qualifications, knowledge and experience.