Dear Applicant

Community Engagement Officer – Nene Valley and Upper Thames River Valleys Futurescapes
£15,660-£17,000 pa, 5 month contract

Thank you for your enquiry regarding our advertised vacancy. An application form is enclosed, together with a job description, person specification and other background information about the RSPB. If you have seen this vacancy advertised on our website, please refer to ‘Working for the RSPB’ which contains information about our benefits, and terms and conditions. This document can be downloaded if required.

If you require any further information about this post please contact Sharon Boardman, People Engagement Officer, on 07738 029559.

We prefer typed applications. Applications can be downloaded in Microsoft Word from our web page at http://www.rspb.org.uk/vacancies/index.asp. You can also complete the enclosed application form in blue or black ink. Please refer to the person specification when completing the form. Your completed application form should clearly describe how you meet each of the criteria that have been identified as being necessary for this post as this will form the basis of shortlisting candidates. If you enclose a CV, it may be referred to for supplementary information, however, please ensure that all the questions asked on the application form are fully answered.

We take all practicable steps to safeguard the safety and welfare of children or vulnerable adults while they are in contact with the RSPB and have a Child Safety and Welfare Policy that supports this. If the post you have applied for involves unsupervised access to children or vulnerable adults further checks will be carried out. We will also confirm your eligibility to work in the UK prior to appointment.

Completed forms should be returned to paula.bennett@rspb.org.uk or posted to Paula Bennett, The RSPB Midlands Regional Office, 46 The Green, South Bar, Banbury, Oxon, OX16 9AB. Please check the postage required on your application as incorrect postage may lead to your application being delayed and missing the closing date. If you require an acknowledgement of receipt of your application, please enclose a stamped, addressed envelope.

The closing date for receipt of completed application forms is Monday 26 May 2014. Interviews will be held on Monday 2 June 2014 at the RSPB Midlands Regional Office in Banbury.

If you are an external candidate, may we take this opportunity to thank you for your interest in employment with the RSPB. As a charity, we try to keep our administrative costs to a minimum and therefore you will only be contacted if we wish to progress your application. If you have not heard from us within four weeks of the closing date, you should assume that your application has been unsuccessful on this occasion. However, if you are able to supply us with an e-mail address, we will endeavour to advise you if you have not been shortlisted.

We look forward to receiving your application in due course.

Kind regards

Communication Department
This pack contains all the information you need to apply, including:

**Useful Information**
Details on our Diversity Policy statement, how we use CVs, shortlisting and employment checks and UK Identification requirements

**Applicant letter**
Details on how to apply plus closing date and interview date(s)

**Job description**
A breakdown of the vacancy, including the purpose of the job, requirements, duties and responsibilities

**Person specification**
A list of criteria that potential candidates should aim to meet

**Department information**
Details of the department advertising the post

**Application Form**

*PDF version*
Please print out, complete and return to the address on the Applicant letter

*Word version*
Applicants are encouraged to complete electronically and return by e-mail

* This information will only be provided if it is relevant to this post

Applications from candidates requiring a certificate of sponsorship under the UK points-based immigration system will not be considered if there are suitable candidates who do not require sponsorship. This is because employers need to demonstrate that they are unable to recruit a resident worker, before they can recruit a non-resident worker*

The resident worker rule does not prevent applicants requiring sponsorship from applying for our vacancies, but such applications should be made on the understanding that they can only be considered subject to the restrictions above.

For further information, please visit the [Home Office UK Border Agency website](https://www.gov.uk).

*This rule does not apply to those applying for roles that require a bachelor, postgraduate degree or postgraduate certificate in education qualification. It is necessary for the qualification to be an essential requirement for the role and the applicant to prove that they possess such a qualification (or have completed a minimum of 12 months study in the UK towards a UK PhD), which is recognised in the UK.*
Useful Information

Diversity Policy Statement
The RSPB is part of a global network that incorporates a diversity of traditions and cultures, and which represents different inheritances, backgrounds, influences, perspectives and experiences. A better understanding of people’s differences will help us to appreciate and value everyone’s contribution, and recognise that we are all an integral and invaluable part of the Society.

Everyone has the right to be treated with consideration and respect. The Society is committed to achieving a truly inclusive environment for all, by developing better working relationships that release the full potential, creativity and productivity of each individual, and an atmosphere where everyone can learn, work and live free from prejudice, discrimination, harassment and violence.

The Society aims to ensure that all staff, volunteers, partners, clients, contractors, members and the general public are treated fairly. Unless it can be shown to be justified, this will be regardless of sex, sexual orientation, gender re-assignment, marital or civil partnership status, race (including colour, nationality, ethnicity, or national origin), disability, medical status, age, religion or belief, political opinion, social or economic status, or ex-offender status.

Use of Curriculum Vitae (CVs)
Our policy is to recruit and employ our employees on the basis of their suitability for the work to be done. An application form allows us to compare individuals based on like for like information and as such we do not accept a CV unless accompanied by a fully completed application.

Shortlisting
The RSPB is an equal opportunities employer and we are committed to ensuring all applications are treated fairly. Applications are sought only from those eligible to work in the UK in the first instance.

All applications are subject to our shortlisting process where we only assess information provided against the Person Specification. If you are shortlisted we will contact you and invite you to attend an interview. You will also be advised at this point if there will be any skills test, presentations etc.

As a charity, we lack the resources to advise all candidates if their application is unsuccessful. If you do not hear from us within four weeks of the closing date, we will have decided not to take your application any further. However, if you are able to supply us with an e-mail address, we will endeavour to advise you if you have not been shortlisted. If this is the case, please do not be discouraged from re-applying as your skills and experience may be just what we need for our next vacancy. We also have a number of volunteering opportunities across the organisation.

Employment Checks
All offers of employment are made subject to the following criteria:

Proof of eligibility to work in the UK, Proof of Residency, Satisfactory Employment Health Check, Two references satisfactory to the Society and where required a Satisfactory Criminal Records Bureau Check.
Job Title: Community Engagement Officer – Nene Valley and Upper Thames River Valleys Futurescapes

Dept/Section/Region/Reserve: Midlands Region

Location Of Job: Outposted, working within Nene Valley Futurescape area (Northamptonshire) and Upper Thames River Valleys Futurescape area (Oxfordshire), with occasional office work at the Midlands Regional Office, Banbury and some home working

Post holder reports to: People Engagement Officer

Reporting To Post holder: Volunteers

Overall Purpose Of The Job:

You will develop and deliver a high quality programme of inspiring activities across Nene Valley and Upper Thames River Valleys Futurescapes, which will help to connect people to their local landscape and help them understand its conservation needs. Working with local communities and in partnership with other organisations, you will inspire support and encourage individuals to take action for wildlife in their own green spaces.

You will be a part of the RSPB’s Futurescapes EU Life funded communications programme, which aims to raise awareness, create understanding and build support for landscape-scale conservation across 34 landscape-scale projects areas in the UK.

This is a full time 5 month contract, with roughly 50% of the time being spent working in each of the two Futurescapes.

Main Duties:

1. To communicate agreed messages about the Nene Valley and Upper Thames River Valleys Futurescapes programme to priority audiences for the two Futurescapes
2. Work with regional staff and partner organisations to create a programme of activities to engage communities across the two Futurescapes
3. Deliver a programme of community engagement initiatives to encourage participation in activities and events that raise awareness. This will include attending local events and shows, delivering wildlife related activities at partners’ sites, organising an arts project with a local school and the planning and delivery of an autumn family fun day in the Nene Valley.
4. Meet agreed project targets for both people engagement and income generation (Recruiting new members to the RSPB and attracting donations)
5. Work with RSPB regional staff from other projects within these areas, to create a coordinated approach for delivering key messages and activities
6. Support the organisation and delivery of agreed activities with partner organisations, including for example the Nene Valley NIA partnership programme
7. Recruit, support and train a team of local volunteers to help deliver wider Futurescape project activities
8. Ensure community engagement activities are promoted effectively, including gaining a media profile through both traditional and social media channels
9. Report results and activities, on a weekly basis
10. Working with the People Engagement Officer, review activities on a monthly basis and plan future activity accordingly
11. Ensure delivery of the RSPB’s high standards of customer care
12. To be responsible for the collection and safeguarding of personal details
13. Ensure proper record keeping and handling of monies.
Other Duties:

1. Ensure that our project operates within the RSPB’s Health and Safety and Child Safety and Welfare guidelines
2. To attend RSPB events, workshops and training courses as required
3. On occasion the postholder may be required to support community engagement activities in other Futurescapes
4. Share experience and learning with other members of the Futurescapes teams in the Midlands Region where necessary
5. Undertake any other tasks as deemed necessary by the People Engagement Officer.

- An element of this job will include lifting and carrying heavy objects.
- The post will involve regular travel – The post holder will need to have access to a vehicle to be able to travel to a range of sites with bulky equipment with little or no public transport for which mileage will be reimbursed
- Although the postholder will be based at the Midlands Regional Office in Banbury, they will also be required to work from home.
- The postholder will be required to regularly work weekends, Bank Holidays and the occasional evening work, with agreed time off in lieu
- The postholder should have a reasonable knowledge of wildlife and conservation

We expect you to carry out your job responsibilities in an environmentally aware manner, ensuring as little damage to the environment as possible. Our aim is to ensure all resources are utilised effectively and efficiently. You will be expected to apply ‘sound value for money’ principles in undertaking purchasing or supply of goods and services.

In the RSPB volunteers are a major resource and make a vital contribution to the RSPB’s aim to take action for the conservation of wild birds and the environment. You will be expected to encourage, develop and support volunteer involvement in our work.
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<th>Essential Qualifications</th>
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<td>1 Educated to GCSE or equivalent standard, including English and maths</td>
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<td>a Higher qualifications in an environmental or social discipline</td>
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<td><strong>Experience</strong></td>
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<td>2 Demonstrable experience of working with the public on a face-to-face level</td>
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<td>b Experience of building positive partnerships with community groups/other organisations</td>
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<td>3 Experience of organising, publicising and leading public events/activities</td>
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<td>4 Recruiting, working with and managing volunteers</td>
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<td>5 Ability to communicate confidently to a wide range of audiences</td>
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<td>c British wildlife identification skills</td>
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<td>6 Ability to promote membership and recruit new members to the Society</td>
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<td>d Proven ability to manage social situations</td>
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<td>7 Ability to work under own initiative and co-operatively as part of a team.</td>
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<td>e Use of a range of social media tools</td>
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<td>8 Ability to prioritise time and resources, and to work to agreed targets</td>
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<td>f Ability to engage with the media</td>
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<td>9 Ability to keep accurate and detailed records and write reports</td>
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<td>g Creative flair, with skills and/or hobbies in the arts that can be applied to delivering engagement that merges science and the arts.</td>
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<td>10 Computer literate with experience of word processing and spreadsheets</td>
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<td>11 Some knowledge of birds and wildlife – sufficient to hold conversations with the general public</td>
<td>h Knowledge of the Nene Valley and Upper Thames River Valley Futurescapes area and the local communities and/or experience of working within a river landscapes</td>
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<td>12 An awareness of health and safety issues</td>
<td>i Knowledge of current conservation issues in the Midlands</td>
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<td>j Knowledge of the RSPB’s work</td>
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<th>Behaviours/Circumstances</th>
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<td>13 Demonstrable enthusiasm for this role and for engaging with a wide range of people</td>
<td>k Able to work calmly under pressure</td>
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<td>14 Have access to a vehicle and to be able to travel to a range of sites with bulky equipment often with little or no public transport</td>
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<td>15 Willingness to undertake regular ‘out of hours’ activities, including weekends and Bank Holidays</td>
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<td>16 Good understanding of customer care principles with the ability to present the project to a visibly high standard</td>
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<td>17 Ability to handle displays and bulky equipment, including moving them between events</td>
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APPLICATION FOR EMPLOYMENT

PLEASE REFER TO VACANCY DETAILS FOR RETURN ADDRESS

Job Ref. No. A0410414
Position applied for
Location
How did you first learn of this vacancy?

Identification details
(BLOCK CAPITALS PLEASE)
Surname
Forenames
Address
Email address

May we, with discretion, phone you at work? Yes ☐ No ☐
Home tel no
Business tel no

Do you hold a current, valid driving licence? Yes ☐ No ☐
If yes, what type? Full ☐ Provisional ☐
If yes, do you have any current endorsements? Yes ☐ No ☐
If yes, please give details of any current endorsements.

Qualifications relevant to this application (including technical and/or professional).
Please provide details (note that these may be verified on appointment)

Current membership of any professional or technical organisations.
Please provide details (note that these may be verified on appointment)

Employment history
Please give details of all jobs held, including part-time and unpaid work, starting with your current or most recent employer. Continue on a separate sheet if necessary.
<table>
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<tr>
<th>Employer's full name &amp; address</th>
<th>Job title/Key achievements &amp; areas of responsibility</th>
<th>Length of time in job/Reasons for leaving/Final salary in role</th>
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**Relevant skills/knowledge/experience**
You should outline below how your skills/knowledge/experience meet the requirements of the Person Specification. You may draw on past employment and/or out of work activities. Please include details of any scientific papers you have had published. Continue on a separate sheet if necessary.
Why are you interested in applying for this post?
Continue on a separate sheet if necessary.

Length of notice

Declaration

The information on this form will be used for recruitment and selection purposes only and if your application is successful it will form part of your employment record. All unsuccessful applications will be destroyed twelve months after the closing date for positions advertised in Scotland, England and Wales and three years after the closing date for positions advertised in Northern Ireland.

Are you eligible to work in the UK? Yes ☐ No ☐

For Internal applicants only: In the event of my application being successful give my permission for the HR Department to approach my line manager for an internal reference.

If it is discovered that you have given any information, which you know to be false, or withhold any relevant information your application may be rejected or any subsequent employment terminated.

I confirm that the information contained in this application form is correct.

Signature …………………………………………………………………………………………………………………………………………………

Date …………………………………………………………………………………………………………………………………………………