



**Job title: Community Empowerment Manager**

**Accountable to:** Head of People and Wildlife

**Responsible for:** Community Coordinator (Volunteers, Branches and groups); Community Empowerment Officer; Community Sessionals and Project Staff as required.

**Works with:** All Trust staff, Volunteers and Community Groups

**Overview**

Shropshire Wildlife Trust (SWT) has a vision of a thriving natural world, where Shropshire's wildlife and natural habitats play a valued role in addressing the climate and ecological emergencies, and people are inspired and empowered to take action for nature. We combine projects across Shropshire (including Telford & Wrekin) with advocacy and campaigning to restore nature and to engage people. We manage over 40 nature reserves and have over 50 staff, 300 volunteers, and over 9000 members. SWT is an autonomous charity, but we are increasingly working collectively, as part of The Wildlife Trusts (TWT), to ensure that our local actions have a national impact and help to address global issues.

**Objective of the job**

Develop and drive forward the Trust's work with communities, enabling people to help themselves leading to a ripple effect of people taking action for nature and the climate.

**Key results expected**

- A clear vision for community organising in Shropshire and how this contributes to 1 in 4 people acting for nature.
- An effective communities team working to mobilise and organise people with a common goal of tackling the biodiversity and climate crisis.
- The #team wilder approach (enabling others to take action for nature's recovery) is embedded across all Trust activities.

**Key tasks**

- Manage staff and volunteers working with communities.
- Develop the Trust's three-year strategic goals (and associated budget) for community development and implement them.
- Successfully manage grant funded projects to deliver as planned and within budget.
- Lead on monitoring, impact measurement, reporting and communications activity for our community work.
- Manage the dissemination of key learnings and impact stories to SWT trustees and staff and other organisations as relevant.
- Oversee the modernisation of our volunteer management systems to improve information and accountability whilst minimising bureaucracy.

- Manage the community listeners' network.
- Scope, develop and facilitate work within identified communities.
- Champion the community organising approach, sharing skills, experience, knowledge and learning throughout The Wildlife Trusts movement.
- Act as a key point of contact for new and existing community links and representatives.
- Promote both local and national campaigns through community networks, liaising with communications contacts to maximise their reach and impact.
- Build positive relationships between the Trust and other similar community-based organisations as well as other organisations such as Local Authorities to support objectives, reach wider and more diverse audiences, and promote effective partnership working.
- Support the Nextdoor Nature resource hub by working with your team and relevant partners to collect and collate any successful resources.
- Work with others to scope future support and funding from grants, businesses, chargeable activities.

While delivering this role, the postholder will need to work with due regard to Health and Safety, the General Data Protection Regulations, the Fundraising Code of Practice, Safeguarding and other policies and procedures.

All staff are expected to support and manage volunteers in the course of their duties and maintain and uphold the good reputation of the Trust.

### **Core skills (essential and desirable)**

- Evidence of strong people management skills is **essential**.
- Experience of managing projects and budgets is **essential**.
- Outstanding organisational skills to prioritise and manage a varied workload are **essential**.
- A passion and enthusiasm for work with communities, for inclusion and for nature / conservation is **essential**.
- Experience of voluntary sector organisations is **essential**.
- Excellent written communication skills for producing reports / sharing impact is **essential**.
- A proven track record in developing strong relationships with key individuals/stakeholders from diverse audiences are **essential**.
- High level of IT competence & excellent knowledge of Microsoft Office applications is **essential**.
- Experience of working directly to support volunteers and communities is **highly desirable**.
- A working knowledge of the principles of community organising is **desirable**.
- Proven ability to take the lead on implementing new initiatives / supporting organisational change is **desirable**.

## Terms of Employment

Salary:	<b>£32,158 – £34,905 per annum (FTE), prorata is £19,295 – £20,943 per annum</b>
Hours:	<b>21 hours per week (0.6FTE)</b> Evening and weekend work will be required from time to time. Paid overtime is not available, but time off in lieu of hours worked will be given.
Pre employment checks:	The post does not require a DBS (Disclosure Barring Service) check. The successful applicant will need to provide proof of right to work in the UK and qualifications presented at the interview.
Probationary period:	6 months
Contract	Permanent
Holidays:	A full-time member of staff has 25 working days per annum in addition to normal public holidays. An additional day is added for each year's service up to a maximum total of 30 days holiday.
Pension:	After three months the employee will be eligible to join the Trust's group personal pension scheme and if they pay a minimum of 3% of salary the Trust will contribute 7% of salary to this scheme.
Notice Period:	During your probationary period, the period of notice for termination of your employment will be one week on either side. After successful completion of your probationary period the minimum period of notice is two months.
Place of Work:	The post will be based at The Cut, Shrewsbury SY2 6AH.
Home working	The Trust is committed to building a diverse workforce and has an Agile Working policy which will allow colleagues to work in a flexible manner.
Travel:	Pool vehicles are occasionally available. You are required to have insurance to cover business use and a mileage allowance of 45p per mile will be payable from home or office as appropriate. If you use a pedal cycle, you may claim a mileage allowance of 20p per mile.
Training:	The Trust is fully committed to personal development and training. Employees have an annual appraisal and regular progress meetings.
Closing date:	9am on 4 <sup>th</sup> November 2024
Interview date:	15th November 2024