Job Description & Person Specification

Organisation	Greening Campaign CIC
Job Title	Space for Nature Community Officer
Salary	£20,000 per annum (£30,000 pro rata)
Responsible to	CEO
Location	Hampshire (home-based, with travel across the county)
Contract Type	15 months- fixed term with a view to extend. Includes three month probationary period.
Hours	25 hours per week- flexibility required, including some evenings and weekends

Key Responsibilities

Community Support & Engagement

- Attend community meetings on and offline and guide communities on their journey through the Space for Nature programme
- In each community, walk with residents and identify where and what action could be taken to support nature
- Provide talks and events for communities, inspiring diverse community groups to collectively take action for nature
- Attend community events as appropriate, building relationships and representing the Greening Campaign
- Ensure all voices are heard and that every community member can contribute to nature ambitions

Programme Delivery

- Support communities to reach identified targets and outcomes
- Identify challenges and blocks to communities creating space for nature, escalating to the core team where necessary

- Develop reports to support communities to identify their target activities and create space for nature
- Provide supporting documentation for communities by developing guides and packs
- Provide ongoing support to communities and connect them with opportunities to ensure the action they take is sustainable and long term
- Work with colleagues across the Greening Campaign to provide a cohesive programme for communities across Hampshire & the Isle of Wight.

Monitoring, Evaluation & Communications

- Collect learning and evidence to support programme development, monitoring and evaluation
- Collect stories celebrating success for reports and through creation of social media posts
- Support the gathering of information for monitoring & evaluation of the work communities undertake for creating Space for Nature
- Contribute to Annual Report writing and wider communications including newsletters and social media content

General

- Abide by Greening Campaign procedures and policies
- Promote the Greening Campaign wherever possible, in particular acting as an ambassador for our vision, values and aims
- Undertake additional duties commensurate with the post as may be reasonably requested from time to time
- Travel around Hampshire will be required by this role and so a driving license and access to a vehicle is essential as some communities are not on train lines.

Please note: This role will require the successful candidate to work flexibly, including some evenings and weekends.

Person Specification

The following criteria will be used to assess candidates at application and interview stage. Please ensure your application clearly addresses the essential criteria:

Criterion	Essential	Desirable
Knowledge & Understanding		
Understanding of biodiversity, ecology, and nature-based habitats in a UK context	✓	
Awareness of the challenges facing nature and wildlife in urban and rural communities	✓	
Knowledge of community development principles and approaches, and behaviour change methods	✓	
Understanding of monitoring and evaluation in community programmes		✓
Awareness of climate change impacts and adaptation approaches		✓
Good understanding of health and safety in the workplace, GDPR and Safeguarding procedures.	✓	
Good understanding of diversity and inclusion principles and approaches.	✓	
Experience		
Experience engaging a wide range of community groups or members of the public	✓	
Experience delivering talks, workshops, or presentations to varied audiences		✓
Experience collecting and recording data or evidence for a programme	✓	

Experience writing reports, guides, or communications materials	✓	
Experience working on nature, environment or conservation projects with community groups	✓	
Experience working with vulnerable individuals or underserved communities		✓
Varied experience of working in partnership with a range of external project partners		✓
Experience contributing to monitoring and evaluation frameworks		✓
Skills & Abilities		
Excellent interpersonal and communication skills, both written and verbal	✓	
Proven ability of engaging and empowering communities	✓	
Ability to facilitate inclusive discussions and ensure all voices are heard	✓	
Strong organisational skills with ability to manage a varied workload	✓	
Ability to both work independently and use own initiative, and work as part of a tightly knit small team	✓	
Proficiency in Microsoft Office or equivalent (Word, Excel, email) and digital communications tools such as Facebook and Instagram	✓	

Ability to produce clear written materials for community audiences	✓	
Competence in using social media for community engagement and communications		✓
Photography or basic media content creation skills		✓
Personal Attributes		
Genuine passion for nature, the environment, and community wellbeing	✓	
Empathetic and patient approach to working with diverse communities	✓	
Proactive, self-motivated, and solutions-focused	✓	
Reliable and flexible, including availability for evening and weekend work	✓	
Committed to equality, diversity and inclusion	✓	
Qualifications & Practical Requirements		
HND or equivalent qualification in environmental conservation, countryside management or similar, or demonstrable equivalent experience	✓	
Valid UK driving licence and access to a vehicle for travel across Hampshire	✓	
Willingness to undergo a DBS check	✓	

Degree or equivalent qualification in ecology, environment, community development, or related field		✓
First Aid at Work certificate (or willingness to obtain)		✓