**JOB DESCRIPTION**

**Position: Project Officer (North Wales)**

**Wales Resilient Ecosystem Network Project (WaREN)**

**Salary:** £22,398

**Start date:** Post available from 4th May 2021

**Location:** NWWT Head Office, Bangor, Gwynedd

**Area covered:** North Wales and parts of Mid Wales

**Responsible to:** WaREN Project Manager

**JOB CONTEXT**

* The Wales Resilient Ecosystem Network (WaREN) Project will work towards establishing an exemplar collaborative pan-Wales framework that will enable greater effective and resource efficient measures for tackling Invasive Non-Native Species (INNS) issues for Wales. WaREN will aim to develop linkages between existing INNS projects, initiatives and working groups to minimise duplication of effort. WaREN2 will increase engagement and participation and enable the undertaking of a co-operative, strategic and adaptive approach for the sustainable management of INNS within Wales and across borders in a manner that reflects local and national INNS priorities.

1. **OVERALL PURPOSE OF THE POST**

* As a WaREN2 Project Officer your role will be to undertake and deliver aspects of the WaREN Project as specified below and by project objectives as detailed in the project work plan.

1. **PRINCIPAL RESPONSIBLITIES**

* Oversee the delivery of day to day activities of the WaREN project, this will include a requirement to:
* Engage with stakeholders from multiple sectors to gather information and involve them in the development of an Invasive Non-Native Species (INNS) strategy for Wales.
* Organise and deliver regional/topical workshops to facilitate engagement and participation of stakeholders.
* Assist the Project Manager with the development of an INNS strategy for Wales
* Assist the Project Manager with the development of a Prevention and biosecurity strategy for Wales
* Assist with the formation and support of INNS Local Action Groups in Wales
* Develop an INNS toolkit and other project level tools for INNS Local Action Groups in Wales.
* Assist with the development of an INNS action recording tool for Wales
* Assist with the development and delivery of an INNS and biosecurity campaign for Wales.
* Collate information and report to the Project Manager to facilitate their reporting.
* To build and maintain effective working relationships and new ways of working with a range of partners and stakeholders to support collaborative working
* Represent NWWT locally and nationally
* Attend training as required to maintain proficiency
* Perform other related duties as assigned

The above list is not exhaustive and the postholder will, from time to time, be required to undertake other duties consistent with the purpose of the post.

1. **PERSONAL REQUIREMENTS**

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| **Criteria** | **Essential**  The postholder should: | **Desirable**  The postholder should: |
| **Qualifications** | * Bachelor's Degree in appropriate field of study or equivalent work experience |  |
| **Knowledge, Skills and Abilities** | * Possess a good knowledge of Invasive non-native Species management and biosecurity including their management, current legislation and issues, particularly in Wales * A demonstrated ability and experience of partnership working with statutory agencies, organisations, businesses, communities and landowners. An ability to facilitate, develop and maintain networks effectively * Excellent communication skills, including excellent written and verbal communication skills * Be well organised, including attention to detail and the ability to manage workloads to meet deadlines * High levels of enthusiasm, self-motivation and initiative * Good IT skills including word processing, spreadsheets and communication tools | * Have experience of working within a voluntary sector setting * Demonstrate an awareness of the environmental sector in Wales * Be able to speak, read and write in Welsh * Knowledge of GIS systems |
| **General** | * Be able to demonstrate a passion for wildlife and environmental issues * Present a friendly, welcoming manner to people from a variety of backgrounds |  |

1. **SALARY AND CONDITIONS OF SERVICE**

**Salary:** £23,449 pa

**Annual Leave:** 24 days plus bank holidays pro rata

**Hours of work:** 35 hours per week

**Sick leave:** In accordance with the Department of Health’s Statutory Sick Pay Scheme.

**Pension:** Contribution of 6% towards stakeholder pension scheme.

**Probation:** New entrants to the service shall be subject to a probationary period of 2 months.

**Notice:** Period of notice to terminate employment is one month’s notice from the employee, and 1 week to 12 weeks (depending on time in service) from the employer.