**JOB DESCRIPTION**

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

**Wales Resilient Ecosystem Network Project (WaREN) (0.5 FTE)**

**Salary:** £12,500 (fixed-term contract until 30.9.25)

**Start date:** **Contract period – May 2024 - Sept 2025** (or start as soon as possible thereafter)

**Location:**  Home based with the requirement to travel as necessary within the project area and occasionally further afield. In particular in the areas of Swansea, Cardiff and Merthyr Tydfil.

**Responsible to:**  WaREN Project Manager

**JOB CONTEXT**

The Wales Resilient Ecosystem Network (WaREN) Project is working towards establishing an

exemplar collaborative pan-Wales framework that will enable greater effective and resource efficient measures for tackling Invasive Non-Native Species (invasive species or INNS) issues for Wales. WaREN aims to develop linkages between existing invasive species projects, initiatives and Local Actions Groups (LAGs) to minimise duplication of effort. WaREN is increasing engagement and participation and enable the undertaking of a co-operative, strategic and adaptive approach for the sustainable management of invasive species within Wales and across borders in a manner that reflects local and national invasive species priorities.

1. **OVERALL PURPOSE OF THE POST**

As a WaREN 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 along with the other Project Officers, this will include a requirement to:

* Engage with stakeholders from multiple sectors to gather information and involve them in the continued 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 continued development and implementation of an INNS Strategy for Wales
* Assist with the formation and support of Local Action Groups (LAGs) in Wales
* Promote the Invasive Species Toolkit and other project level tools for Local Action Groups (LAGs) in Wales.
* Assist with the promotion and continued development of INNS Mapper across Wales
* Assist with the delivery of the Ecosystem Invaders 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.

North Wales Wildlife Trust’s core operating hours are Monday to Friday from 9am to 5pm however the postholder may be required to work such hours outside normal hours of employment as necessary to meet the needs of the project. In addition to these hours, the postholder may be required to work a reasonable number of additional hours when necessary, time off in lieu (TOIL) is granted for these hours.

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 | * Hold a First Aid qualification * Hold LANTRA Brush Cutter and PA1, PA6 Stem Injection and PA6AW certificates or equivalent |
| **Knowledge, Skills and Abilities** | * Possess a good knowledge of invasive species management and biosecurity including their management, current legislation and issues, particularly in Wales * 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 * UK Driving License and access to your own vehicle |  |

1. **SALARY AND CONDITIONS OF SERVICE**

**Salary:** £12,500 (fixed-term contract until 30.9.25)

**Annual Leave:** 12 days plus bank holidays (pro rata)

**Hours of work:** 17.5 hours per week