

PROJECT OFFICER: GWNEUD TRACIAU

JOB DESCRIPTION

Location: Dolgarrog/ Bangor /Hybrid working

Responsible to: Project Manager

Contract: Full Time, Fixed-term: until 31 March 2028

OVERALL PURPOSE OF THE JOB

To help deliver the Gwneud Traciau Project, a three-year Nature Networks-funded initiative linking Coed Dolgarrog National Nature Reserve and Porthllwyd Memorial Gardens to create a healthier, more interconnected landscape. This role combines nature reserve management activities with community engagement—enhancing habitats, improving trails, and improving biodiversity. It involves collaboration with community groups, local schools, key stakeholders, and conservation experts to promote ecological awareness, celebrate heritage, and inspire a deeper appreciation of the natural environment through inclusive activities and events.

MAIN RESPONSIBILITIES

Project Planning & Implementation

- Refine and help deliver a detailed project plan ensuring all objectives are met within the agreed timeline and budget.

Community Engagement

- Work with the Project Manager to engage volunteers in the project, including the restoration of woodland trails, delivery of access and interpretation improvements and the delivery of habitat enhancements for wildlife.
- Help develop and deliver strategies to engage local residents, schools, community groups and volunteers in the project, encouraging stewardship and appreciation for the natural environment.
- Community Consultation: Help to organise meetings and compile feedback to help ensure planned activities align with local interests and conservation goals.
- Youth and Family Programmes: Coordinate year-round activities suitable for young people, such as nature themed-art and biodiversity workshops, and a one-week summer school and family-friendly events, e.g., wildlife walks.

- School Engagement: Help develop and conduct activities that engage pupils with conservation principles, including outdoor activities.

Habitat Management

- Work with Project Manager to organise, conduct and oversee habitat management activities including woodland management and invasive species control with volunteers and contractors as required.
- Work with the Project Manager and local experts on path improvement and maintenance for accessibility, with volunteers and contractors as required.

Event Planning & Management

- Help deliver activities related to the Dolgarrog Dam Disaster Memorial Garden, coordinating guided walks and other community remembrance activities.
- Organise a calendar of community activities using the woodland as a dynamic space for environmental awareness where appropriate, involving specialist contractors where required.
- Coordinate and implement seasonal biodiversity activities, such as species surveys and conservation walks for the community, using specialist contractors where required.
- Organise and help deliver family-friendly events, such as Nature Discovery Days, seasonal walks and nature art workshops, employing freelance providers as appropriate.
- Manage events with volunteers, including for young people, to help foster community leadership in conservation.

Financial Management & Reporting

- Document activities, community feedback and project milestones to inform project reviews and reports.
- Report regularly to the Steering Group to enable monitoring of project progress offering feedback and suggesting improvements based on community response.
- Work with the Project Manager to implement project budgets, ensuring efficient use of resources and timely financial reporting.

- Prepare regular progress reports and help produce a final project report upon completion.

For the organisation to work effectively you may be required to assist with other areas of work and therefore, you should be prepared to undertake other duties appropriate to the post, and any other reasonable duties required.

All staff are ambassadors for the organisation both internally and externally and are expected to always act in a professional manner. They are required to abide by organisational rules, policies and procedures as laid down in the staff handbook, adopt environmentally friendly working practices, set and maintain high personal standards of efficiency and customer care and foster a 'can do' culture based on ownership, initiative, teamwork and exchange of information.

PROJECT OFFICER (GWNEUD TRACIAU)

PERSON SPECIFICATION

Knowledge and skills	Essential	Desirable
A degree or equivalent experience in an environmental subject	✓	
Knowledge of conservation management practices and habitat restoration	✓	
Ability to develop and help deliver a range of community engagement events and activities	✓	
Good understanding of Safeguarding in the work context	✓	
Financial management skills including budgeting and grant claims		✓
Familiarity with the local area and its ecological and cultural significance		✓
Welsh Language Ability		✓
Full driving licence and access to a vehicle	✓	
Experience		
Experience in project delivery, preferably within environmental conservation	✓	
Experience of leading and working with volunteers	✓	
Experience of working with diverse groups, including local residents, stakeholders, and school-aged children		✓
Experience in organising/facilitating community engagement activities, preferably including schools and young people	✓	
Experience of employing and working with contractors		✓
Personal Qualities		
Good communicator able to deploy appropriate tact	✓	
Flexible and pragmatic approach	✓	

Self-motivated	✓	
Team player	✓	
Problem-solver	✓	