

## NATURE DEVELOPMENT OFFICER JOB DESCRIPTION

**Location:** **Hybrid working:** Office-based OR can be from home and office facilities available in Bangor/Aberduna

**Responsible to:** Programme Manager - North Wales Nature Consortium

### OVERALL PURPOSE OF THE JOB

The Development Officer will be part of a small project team and will share responsibility for compiling a composite view of action and funding needed for nature across the North Wales region, help build costed plans and contribute to the task of matching funding requirements to potential private and public funding sources. The project supports a collaborative mission to improve delivery for nature and close an estimated tens of millions of pounds per year funding gap.

The project team will work with people across all relevant organisations and elsewhere, including farming and landowning representatives.

### MAIN RESPONSIBILITIES

1. Engage with people in relevant organisations and elsewhere to learn of and document all the strategies, plans, programmes, projects, baseline information and ambitions of the key players working for nature, including partnerships and farmer, landowner and community led initiatives.
2. Contribute to analysis and assessment of the information collected, helping identify priorities and develop programmes for improving nature.
3. Document information in proformas and populate a spatial database.
4. Support colleagues and lead aspects of the project according to the postholder's particular strengths.
5. Work with the programme manager to support other aspects of the North Wales initiative that are relevant to the Development Officer's job purpose.

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.

## PERSON SPECIFICATION

	<b>Essential</b>	<b>Desirable</b>
<b>Personal Qualities</b>		
Well organised	x	
Self-starter	x	
Team player	x	
<b>Key competencies</b>		
Capable of the systematic capture and documentation of a wide range of information formats and topics.	x	
Capable of establishing working relationships and persuading a wide range of people to engage with the objectives of the project and contribute their information, knowledge and expertise.	x	
An ability to convene and manage sessions that capture and consider information collectively, including in person and online.	x	
An ability to think critically and make sense of incomplete and potentially conflicting sources of information.	x	
Ability to work using your own initiative and also to thrive as part of a team.	x	
<b>Experience</b>		
Working across teams or organisations.	x	
Programmes and projects.		x
Working within the network of people and organisations involved in countryside management, farming and delivering for nature in North Wales.		x
<b>Knowledge and skills</b>		
Fluent Welsh speaker (the project team will need at least one fluent Welsh speaker)		x
A good understanding of project development and costing.	x	
A fair understanding of countryside management and nature conservation.	x	
An aptitude for entering information into digital formats, including databases and GIS.	x	
Good communication / interpersonal skills	x	