

**WOODLANDS COMMUNITY ENGAGEMENT OFFICER FULL TIME (5 days per week or equivalent) for a fixed term until 31 March 2022.**

**Salary:** £26,500

Buxton Civic Association (BCA) is seeking an experienced Community Engagement Officer for **BCA's Stronger Roots project: Regeneration and healing in Buxton's community woods**. The project is funded by DEFRA and delivered by the Heritage Lottery Fund through the Green Recovery Challenge Fund.

Based in the historic town of Buxton, situated on the edge of the Peak District National Park. You will be part of a team starting to regenerate BCA's ten community woodlands, our Country Park and SSSI and building on our experience of people turning to BCA's nine community woodlands, our Country Park and SSSI during the Covid-19 lockdown. Their appreciation of and need for our sites highlighted the urgency of our work in nature care and nature conservation. This project will accelerate that, enabling us to reach more people faster, whilst starting to tackle the issues caused by responding to the ash dieback crisis. With our partners and the community, we will create flourishing woodlands with enhanced biodiversity and build ecological, social and economic resilience

Buxton Civic Association (BCA) is Buxton's leading environmental charity.

We are looking for an experienced community engagement officer to work with a team of professionals to deliver a project that will make a positive difference to BCA and the town of Buxton.

**Main Duties & Responsibilities**

**1. To deliver a programme of activities to schools, young people, families and community groups which inspires the people of Buxton about their woodlands and contributes to their overall health and wellbeing.**

- Assist the Stronger Roots Project Manager in developing a programme of activities to engage a variety of audiences such as schools, young people, families and community groups that will contribute to their health and wellbeing and inspire them to act for nature and wildlife.
- Inspire and mobilise people and communities to become more nature connected, including developing new opportunities around health and wellbeing. Assist the BCA Woodland Manager in devising and running a scheme to encourage the public and schools to collect and then grow on appropriate native tree seeds.
- Work with vulnerable and under-represented groups to provide opportunities for participation in BCA woodlands



- Work with local community art & theatre groups to create celebrations of BCA woodlands
- Use social media and traditional media to ensure our work is promoted and celebrated widely and wisely.
- Ensure all activities are risk assessed, evaluated and be responsible for the care of participants (including emergency first aid if required) whilst engaging in the programme.
- Ensure that all stages of the community engagement projects are recorded (by video, photography and other media) and details disseminated regularly via BCA social media channels and website.
- To work with BCA Trustee responsible for press liaison to ensure regular coverage of these projects by the press.
- Participate in BCA Stronger Roots project evaluation alongside Project Manager. Carry out project evaluation of nature connectedness in collaboration with University of Derby researchers
- Contribute to BCA's wider Stronger Roots programme as needed.
- Manage budgets for relevant projects with support of the Project Manager.
- Assist with the recruitment and management of freelance practitioners and community artists to deliver activities as required.
- Assist in seeking funding for the future resourcing and development of BCA's health and wellbeing work.

## 2. Other Responsibilities

- Communicate and liaise with the wider BCA team on matters of community engagement and participate in the work of the charity.
- Establish, lead and join those project or teams deemed necessary by BCA's management team.
- Use your specialist skills and experience alongside other colleagues to ensure the integrated delivery of the BCA's strategic priorities through this project.
- Act as an ambassador for BCA, promoting the BCA at all times.
- Use every opportunity, commensurate with other duties, to promote membership of the BCA.
- Ensure a high level of professionalism in all dealings with the public.
- Comply with all policies and procedures as well as any H&S, legal or contractual obligations.
- Carry out any other reasonable duties commensurate with the level of responsibility of the post, as requested by Stronger Roots project manager.

## DBS

Any appointment will be subject to an enhanced DBS check in addition to other safeguarding checks.



If you are interested in applying for this job, please download and complete the application form (AF) send an email along with your CV to [communications@buxtoncivicasociation.org.uk](mailto:communications@buxtoncivicasociation.org.uk)

**Closing date for applications Monday 4th January 2021.**



**Caring About Buxton**  
[buxtoncivicasociation.org.uk](http://buxtoncivicasociation.org.uk)