



Buxton Civic Association
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Job description for WOODLANDS COMMUNITY ENGAGEMENT OFFICER FULL TIME (5 days per week or equivalent) for a fixed term until 31 March 2022.

Buxton Civic Association (BCA)

Buxton Civic Association (BCA) is a registered charity established in 1967 to preserve the fine architecture of Buxton and its natural and human environment.

Over time BCA have acquired ten woodlands (65.36 ha) surrounding the town including the 40.60 ha Grin Low wood. This SSSI with high quality limestone flora (in the glades) and industrial archaeology was developed as Buxton Country Park in 1970. The upkeep of these mature woodlands remains one of our main tasks. All the woods are managed for conservation and recreation and are all permanently open to the public. BCA also own and manage Poole's Cavern show cave visitor and educational attraction and host Buxton's Go Ape high wire adventure course at Buxton Country Park.

All the woods are within 2 miles of Poole's Cavern.

Stronger Roots Project

BCA is excited to have been successful in securing funding for a major project under the Green Recovery Challenge Fund: **Stronger Roots; Regeneration and Healing in Buxton's Community Woodlands.**

Breathing new life into Buxton's network of community woodlands and allowing our woods to breathe new life into our people, Stronger Roots is a woodland restoration project with a difference; using / working with nature in BCA's woods to restore people's well-being through the ongoing Covid-19 crisis on the one hand whilst linking this with community restoration of the ecological damage caused by rampant Ash Die Back disease on the other.

We aim to build on our experiences during the Covid-19 lockdown, when Buxton people turned to BCA's nine community woodlands, our Country Park and SSSI as places to exercise, play and seek contact with nature. The woods were used like never before by families for children's play (dens and rope swings springing up all over the woods), walking and many other forms of exercise, bird watching, painting and other forms of quiet contemplation. In parallel with this, over the last two years the ash trees within our woods have been stricken by Ash dieback disease leaving BCA with an urgent and growing health and safety problem and major concerns about the long-term restoration of our woods.

The public's 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 responding to the ash dieback crisis. With our partners and the community,



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we will create flourishing woodlands with enhanced biodiversity and build ecological, social and economic resilience.

Ash dieback is particularly significant for the BCA woods, because not only are ash trees a significant component of the woods as they are at present, but we were depending on ash as being the major canopy tree component for the future regeneration of a more natural composition to the woods. Before Ash dieback we had considerable amounts of natural regeneration of Ash occurring in our woods. The woods on the limestone in this part of the peak district would naturally be dominated by a combination of Ash and Wych Elm supported by an element of Small Leaved Lime. Many of our Wych Elm have already succumbed to Dutch Elm disease, so the additional loss of Ash provides us with a significant problem.

TITLE

Woodland Community Engagement Officer

PURPOSE

To:

- increase community engagement in and around BCA woodland sites
- deliver art & health activities focussing on BCA woodlands
- promote greater contact with nature in BCA woodlands
- assist the educational & community use of BCA woods

RESPONSIBLE TO

On a day to day basis: the Stronger Roots Project Manager, Poole's Cavern and Buxton Country Park.

On issues of policy and work programming: BCA Stronger Roots Steering Group and ultimately the BCA Board of Trustees.

WORK BASE

Your place of work will be within easy reach of our the BCA Offices at Poole's Cavern, Visitor Centre on Green lane, 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 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.



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- 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.

SALARY

£ 26,500 p.a.

PENSION PROVISION

Statutory Workplace pension scheme enrolment



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LEAVE ENTITLEMENT

28 days including bank holidays pro rata

HOURS

37.5 hours per week

These will normally be worked on a 5 day a week basis but the nature of the work will involve some seasonal variation and flexibility. Some evening and weekend work will be required.

TRAINING

BCA prides itself on being a learning organisation and we see developing and investing staff skills as a key part of this. Training will be provided, either in-house or external, as needed and at the discretion of the Manager. Training will definitely be provided if needed in Outdoor emergency first aid.

PERSON SPECIFICATION

Person Specification	essential	desirable
Woodlands Community Engagement Officer		
Qualifications		
Full driving license	X	
Training or Education qualifications	X	
Outdoor First Aid		X
Experience		
Providing environmental education in informal settings		X
Organising & delivering community activities and events	X	
Programming and managing a schedule of events	X	
Risk Assessment, Health & Safety and Safeguarding	X	
Working with vulnerable adults and community groups	X	
Use of social media for publicity and promotion		X
Working with freelance activity providers		X
Working with the press		X
Knowledge & Understanding of;		
Connecting people with nature		X
Environmental education techniques	X	
Understanding of principles of community engagement		X
Ecology & wildlife of British Isles	X	
Nature conservation issues	X	
Practical conservation work		X
Skills		
Manage own workload effectively	X	
Communicate effectively and enthusiastically with visitors and community groups	X	
Assist with the design and distribution of publicity materials	X	
Able to work weekends and occasional evenings	X	
Good diplomacy skills	X	



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Personal Qualities		
A commitment to conservation and the environment	X	
Ability to work well alone or as part of a team	X	
Organised and flexible	X	
Ability to motivate others	X	

DBS

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

REFEREES

Please supply the names and contact details (phone numbers and e-mail addresses) of two referees. At least one of your referees should be your existing employer or if you are not currently employed, your previous employer. You should indicate how long each referee has known you.

We will take up references prior to appointing. Please indicate clearly if you do not want us to contact your referees until after the interviews.