



RAINCLIFFE WOOD COMMUNITY ENTERPRISE

Job Description

Post	Events and Outreach Project Officer
Post Number	RWCE004
Salary range	£27,000 - £30,000 per annum pro rata 0.5FTE (2 year fixed-term contract)
Responsible To	Community Woodland Manager
Work Base	Thorn Park Farm, YO12 5TB

About us

Raincliffe and Forge Valley Woods are the largest community managed woodland in England. The woodland is one of North Yorkshire's key living landscapes linking the river Derwent catchment with the north riding forests and the coast, and is part of a wider nature recovery network for the region. The 222 hectare woodland on the edge of Scarborough borders some of the most socio-economically deprived communities in North Yorkshire, yet comprises a National Nature Reserve, has extensive designation as a Site of Special Scientific Interest, and is home to nationally rare flora and fauna. It also contains over 200 historic environment and built heritage features including ancient charcoal pits, holloways and overstood coppice covering 4,000 years of human interaction with the landscape. The woodland also provides a sanctuary for people looking to escape the stresses and pressures of modern life, contributing to the improved health and wellbeing of our communities.

Raincliffe Wood Community Enterprise is a community business owned and run by local people to manage Raincliffe, Forge Valley and Row Brow Woods long into the future. The Not-for-Profit business is held within a Community Interest Company, registered at Companies House.

Our **Vision** is to be a thriving community woodland and landscape, loved and valued by the community, and cared for by a financially sustainable membership-owned business. Our **Mission** is to protect and enhance the woodland and its biodiversity for the benefit of all, and to develop a business model that enables the enterprise to do this. And our **Values** are; care for the environment; inclusivity; partnership and collaboration; expertise and innovation; inspiring people; responsibility and sustainability.

Purpose

This role is to oversee the planning, delivery and evaluation of our 'Scarborough's Wonderful Woodlands' project funded by The National Lottery Community Fund through their Platinum Jubilee grant, celebrating 70 years of Her Majesty The Queen's reign.

We want to connect people with nature by delivering an exciting programme of celebratory events to attract multi-generational groups to our ancient woodland. We want to develop

strong networks with local schools and youth groups to help us upskill and empower a group of young ambassadors to help us protect and enhance the community woodland.

You will design and deliver a range of physical and digital events that bring the woodland to life, and inspire all parts of our community to care for and take action for this valuable community asset. You will develop links with local partner organisations to bring our woodland into the hearts and minds of our local community. You will have creative freedom to design an exciting events programme, working closely with our Community Woodland Manager and Working Woodland Heritage Project Officer.

The 'Scarborough's Wonderful Woodlands' project will launch with a mass participation 'Nature Walk' on Sunday the 5th of June to celebrate the Queen's Platinum Jubilee.

Main Duties and Responsibilities

1. Develop a programme of events to engage local people from a wide range of backgrounds with the community woodland through a mixture of inbound, outbound and digital experiences (e.g. virtual walks for the elderly).
2. Coordinate an annual public event each summer to help communicate our vision to the public and celebrate the achievements of the community woodland.
3. Develop strategic relationships with local community groups and schools.
4. Create a selection of digital resources (audio or visual) that will enable us to take the woodland to individuals with accessibility needs.
5. Create a 'Youth Ambassador' group to help promote the positive work of the community woodland.
6. Contribute towards media and communications activity to promote the 'Scarborough's Wonderful Woodland's' project.
7. Funder relationship management and project monitoring and evaluation
8. Ensuring that project output targets and milestones are met and within budget
9. Ensure that all work is carried out in accordance with RWCE's health and safety policy.
10. Any other duties that the Community Woodland Manager may reasonably request.

Raincliffe Wood Community Enterprise

Person Specification

Post	Events and Outreach Project Officer	Post Number	RWCE004
		Essential	Desirable
Qualifications	A degree or equivalent in a relevant subject		✓
Experience and Knowledge			

Proven experience in managing projects including budget management and reporting to funders.	✓	
Demonstrable experience coordinating and delivering public events.	✓	
A reasonable knowledge of ecology and conservation	✓	
A good knowledge of current safeguarding legislation and best practice.	✓	
A high level of competency in the use of office-based computing software, including Microsoft Word, Excel, PowerPoint and Outlook and public engagement platforms such as Eventbrite.	✓	
Experience developing and delivering community engagement projects including monitoring and evaluation.		✓
Previous experience of working with young people or schools		✓
Communication Skills		
Previous experience creating content for social media or interpretation panels.	✓	
A confident and experienced public speaker or event leader	✓	
Self Management		
Self-motivation and the ability to work with limited supervision	✓	
A safety-first approach in the workplace	✓	
Good time-keeping	✓	
Personal Attributes		
A team player who can work collaboratively with multiple community groups and projects to co-create opportunities, offer expert guidance, share learnings and achieve results.	✓	
An understanding of Raincliffe Woods and it's importance to the local community	✓	
Full driving licence	✓	

Raincliffe Wood Community Enterprise

Events and Outreach Project Officer

Salary/Hours

£27,000 - £30,000 per annum pro rata. Salaries are paid on the 26th of each month.

18.75 working hours per week. The nature of the post's duties may from time-to-time require evening and weekend work particularly for specific larger public events. Paid overtime is not available, but time off in lieu will be given.

Conditions of Service

Place of work: The post is based at Thorn Park Farm, Mowthorpe, Hackness, Scarborough, YO12 5TB. Outreach and engagement sessions will be delivered throughout the 222 hectare woodland estate or at local partner sites.

Holidays: 25 working days per annum plus normal public holidays calculated on a pro rata basis.

DBS: As part of our recruitment and selection process and commitment to safeguarding, we will undertake a DBS check for all individuals in this role. This is because they will be leading a range of public engagement activities and could be working closely with young people and adults at risk. Any offer of employment will be subject to a satisfactory disclosure report. DBS checks will be repeated every 3 years unless there is a good reason to request one sooner.

Selection and Interviews

Applications must be submitted by **noon on Thursday 14th of April 2022**

Interviews are expected to be held on week commencing **Wednesday 20th of April 2022**

Anticipated start date **Monday 23rd of May 2022**

Further Information

If you want to have an informal discussion about this role, please contact Paul Thompson, Community Woodland Manager on 07946745657 or email p.thompson@raincliffewoods.co.uk

Background information about Raincliffe Wood Community Enterprise is available on our website – [Raincliffe Woods - Scarborough Community Woodland](#)