



# Job Description

<b>Title</b>	<b>Community Engagement Officer (South West Scotland) Full-time</b> <i>Saving Scotland's Red Squirrels – Developing Community Action</i>
<b>Based</b>	Dalbeattie (Dumfriesshire)
<b>Dept/Region</b>	Public Affairs
<b>Line Manager</b>	Communications & Engagement Officer

## Overall Purpose of the Job

To deliver the project's strategic communications and community engagement plans primarily across Dumfries & Galloway.

To galvanise and support community-based volunteer networks and landowners to engage actively in red squirrel conservation and monitoring work.

To raise awareness and inspire audiences across South West Scotland to value their local red squirrels, other wildlife and the natural environment.

## Main Duties

### Community Engagement

1. Work with colleagues to deliver a strategic programme of walks, talks and events, to promote active community participation in practical red squirrel conservation.
2. Recruit community-based volunteers working within networks in the project's priority areas to contribute to project tasks.
3. Equip volunteers with the necessary equipment, to include feeder-boxes, trapping equipment, interpretation and display materials and branded events materials.
4. Support volunteers to report squirrel sightings, undertake surveys, manage traps under the trap-loan scheme, undertake grey squirrel control and raise awareness of red squirrel conservation.
5. Encourage volunteer networks to take on responsibility for their practical conservation work and develop a sense of ownership of their role in the conservation of their local red squirrels.
6. Seek opportunities to engage difficult-to-reach people in the work of the project, including unemployed young adults and the rurally isolated.

### Spring Surveys

7. Help to deliver annual Spring Surveys in the region, including recruitment of survey volunteers, arranging distribution of survey kit, confirming access permissions with landowners, managing volunteer expense claims and supporting squirrel hair analysis volunteers.

### Training

8. Work with the SSRS Team to prepare and deliver survey training and training materials to local survey volunteers.
9. Assist or train local volunteers in the use of the project's online volunteer hub, for reporting their activities and accessing feedback in the form of simple mapping, statistics and support packages.
10. Assist the SSRS Team in the organisation and delivery of grey squirrel control training workshops for land managers and volunteers.
11. Provide volunteers with the relevant Health & Safety policies and risk assessments.

### Communications & PR

12. Use publicity to promote understanding among the wider community of red squirrel conservation and grey squirrel control, inspire a range of audiences about wildlife conservation more widely and encourage the reporting of squirrel sightings.
13. Contribute to the project's e-newsletter, website, social media and other channels to update stakeholders and provide support and feedback to volunteers.
14. Help to ensure that the key messages of this project are being consistently delivered.

### Strategy & Organisation

15. Ensure accurate recording and reporting of the project's Key Performance Indicators to enable the production of project reports.
16. Maintain strong partnership working with project partners and stakeholders to galvanise their support for the project aims locally/regionally for the long term.
17. Liaise with Red Squirrels United staff to align key messages, media, training and events timetables.
18. Work together with project staff to develop a long-term, sustainable post-project legacy strategy.

### Key Internal & External Contacts

- SSRS-DCA staff, stakeholders, and project partners
- SWT People & Wildlife team, Marketing & Communications team, Volunteering Development Officer
- Local communities and landowners
- Relevant contacts at Red Squirrels United
- Other Scottish outdoor volunteer and interest groups

### Personal Specification

#### Qualifications, Training, Knowledge and Experience:

##### Essential Qualifications:

- Relevant degree or equivalent experience

##### Specific Experience

- Track-record of recruiting, motivating, training, and managing rural and community-based volunteers (groups and individuals) to undertake active conservation work
- Direct experience of engaging the wider public in conservation issues
- Organising and running successful training and events for volunteers and other stakeholder groups
- Communicating through a range of media, including websites and social media
- Working with land-based workers such as landowners /managers, estate staff, gamekeepers, foresters.

##### Desirable:

- Good knowledge of Dumfries & Galloway

#### Special Competencies:

##### Skills and Abilities

- A good team player but also able to work on own initiative
- Excellent interpersonal skills; ability to communicate with and inspire the public, staff and volunteers, colleagues and stakeholders
- Knowledge of and strong personal commitment to wildlife ecology and conservation
- Excellent organisational and reporting skills; ability to manage a busy workload
- Ability to deal effectively with potentially controversial or sensitive issues
- High awareness and knowledge of Health & Safety and Data Protection
- Familiarity with common IT packages such as Microsoft Office (e.g. Word, Powerpoint, Excel)
- Full, clean driving licence and comfortable with driving long distances.

<b>Date</b>	28 May 2019		
<b>Author</b>	Mel Tonkin	<b>Position</b>	SSRS-DCA Project Manager