

Job Description



**Scottish
Wildlife
Trust**

Title	Nextdoor Nature – Partnerships Officer
Based	Harbourside House, Leith with flexibility for home working
Dept/Region	External Affairs
Line Manager	Engagement Manager
Contracted Hours	Full-time (35 hours a week), 18-month fixed term

Our Mission

For over 50 years, the Scottish Wildlife Trust has worked with its members, partners and supporters in pursuit of its vision of healthy, resilient ecosystems across Scotland's land and seas. The Trust successfully champions the cause of wildlife through policy and campaigning work, demonstrates best practice through practical conservation and innovative partnerships, and inspires people to take positive action through its education and engagement activities. It also manages a network of around 120 wildlife reserves across Scotland and is a member of the UK-wide Wildlife Trusts movement.

Our Values

- We are pioneers
- We are always learning
- We act with integrity
- We are evidence-based
- We are impact focused
- We are collaborative

Overall Purpose of the Role

Nextdoor Nature is an exciting new initiative funded by the National Lottery Heritage Fund to create a network of community-led nature recovery projects across the UK, improving the lives of people from some of the most disadvantaged areas in the country and leaving a lasting natural legacy in honour of the Queen's Platinum Jubilee.

The Scottish Wildlife Trust will deliver Nextdoor Nature in Scotland, where it will help to kick-start several elements of the Trust's new Engagement Programme and ultimately help to deliver our Strategy 2030 and our ambition to put nature at the heart of Scotland's future.

The role of Partnerships Officer will lead on the development of strategic partnerships with organisations and community groups that can support the development and delivery of a new Community Leadership Programme that will provide existing and aspiring community leaders with the skills and resources required to organise action for nature in their community.

Key Success Areas

- Successfully secure and manage 8-10 partnerships with organisations that have existing links into a diversity of communities in Scotland
- Successful delivery of the Community Leadership Programme to a first cohort of community leaders.

Main Objectives

- To establish and support strategic partnerships with organisations and community groups that have existing links into diverse and/or disadvantaged communities in Scotland.
- To support the Engagement Manager in working with partners to develop content for a new Community Leadership Programme that will provide existing and aspiring community leaders with the skills and resources required to organise action for nature in their community.
- To act as the primary liaison with partners and prospective partners, responding to enquiries and ensuring that partners are kept up-to-date with relevant developments.
- To work closely with the Nextdoor Nature Communications & Engagement Officer and the Nextdoor Nature Community Engagement Officer in securing speakers from partner organisations for a series of webinars and in-person outreach events.
- To work with partners to identify and establish a first cohort of community leaders from disadvantaged areas that will act as a pilot audience for the Community Leadership Programme.
- To work with Scottish Wildlife Trust volunteer groups to identify opportunities for groups to engage with disadvantaged communities in their regions.
- Undertake other tasks as appropriate that support the delivery of the Nextdoor Nature project.

Key Internal & External Contacts

Internal:

- Engagement Manager
- Head of Communications & Engagement
- Nextdoor Nature – Community Engagement Officer
- Nextdoor Nature – Communications & Engagement Officer
- Nextdoor Nature – Digital Engagement Officer
- Director of External Affairs

External:

- Existing and potential partner organisations
- Volunteer group leaders
- Local community group leaders

Qualifications, Experience (essential/desirable)

Essential Qualifications:

- A minimum of three years' experience in a relevant post

Essential Experience:

- Demonstratable experience in building strategic relationships with other organisations/groups
- Experience of proactively managing relationships with other organisations
- Excellent communication, organisational and interpersonal skills, with a strong eye for detail
- Experience of securing speakers from other organisations for events
- Experience of managing a busy workload
- Experience of working in the charitable sector

Desirable Experience:

- Experience of engaging with disadvantaged and/or minority audiences
- Experience of developing a skills-building programme
- Experience of engaging communities with nature

Key competencies	Essential	Desirable
Role-specific competencies	<ul style="list-style-type: none"> • Excellent at building and cultivating relationships. 	
Technology (IT)	<ul style="list-style-type: none"> • Good knowledge of Microsoft Office applications (Word, Excel, Powerpoint) • Familiarity with online collaboration applications (Outlook, Teams, Sharepoint, Zoom) 	
Organisation and planning	<ul style="list-style-type: none"> • Ability to prioritise a busy workload • Self-motivated 	
Communication (writing/spoken)	<ul style="list-style-type: none"> • Excellent verbal and written communication skills • Ability to communicate professionally and credibly at all levels to build lasting relationships • Attention to detail and a focus on quality 	
Regulations and compliance	<ul style="list-style-type: none"> • Good understanding of privacy and data protection compliance e.g. GDPR 	
Teamwork	<ul style="list-style-type: none"> • A good team player who can bring new ideas and approaches 	
Commitment to organisational culture, values and vision	<ul style="list-style-type: none"> • Passionate about community engagement • Empathy with the aims of the Scottish Wildlife Trust • Empathy for equality, diversity and inclusion in all aspects of engagement 	

Additional Requirements	Essential	Desirable	Not applicable
Right to work in the UK	x		
Full Driving Licence		x	
Protection of Vulnerable Groups membership		x	
First Aid Certificate		x	

Credit Check			x
Author	Pete Haskell, Head of Communications & Engagement	Date	April 2022

Team Structure

