

JOHN MUIR AWARD OFFICER (WALES)

Are you a talented individual looking to develop your career in a progressive conservation organisation? The reason the John Muir Trust exists - to conserve, protect and repair wild places for the benefit of everyone - has never been more important.

The John Muir Trust is recruiting a John Muir Award Officer to help deliver our ambitious Wales-wide engagement project. In partnership with Natural Resources Wales, you will support over 13,000 people to take action for wild places, through the John Muir Award.

This is a unique opportunity to join the Trusts John Muir Award & Engagement team as it looks to develop the resources, capacity, and infrastructure for every school in Wales to access wild places through the John Muir Award.

The role reports directly to the John Muir Award England & Wales Manager and will collaborate with a team working across Wales to support the administration and delivery of the John Muir Award. You will deliver training and CPD for our network of John Muir Award providers, work with others to establish exciting partnerships and ensure the John Muir Trust makes a relevant contribution to social, cultural and environmental agendas in Wales.

In applying you are able to demonstrate your experience in establishing effective relationships and delivering great customer service, while managing your own workload to reach targets. If you have a strong understanding of the importance of outdoor learning & nature connection, and its contribution to delivering a range of outcomes: including education and curriculum priorities, health and wellbeing benefits, employability skills and action for nature, then consider joining our team.

The John Muir Trust is committed to working together to promote a more inclusive environment and we need a diverse team to realise this. Applicants are welcome from all walks of life with diverse backgrounds, cultures, perspectives, and experiences to support their work on behalf of wild places.

MAIN RESPONSIBILITIES

- Develop John Muir Trust presence in Wales alongside the Wales Manager and other Regional Partnership Managers.
- Reach key targets, including 25% of Awards achieved by people experiencing some form of disadvantage as well as Welsh Language participation.
- Support existing and new John Muir Award Providers to effectively deliver the Award, managing all aspects of their involvement including the provision of information, advice, guidance and training.
- Relate Award activity to relevant Government initiatives in the areas of wellbeing, health, employability, youth work, social action, Welsh language & culture, biodiversity and nature connection.
- Identify and develop communication opportunities for our success stories to engage supporters via reporting and social media channels.
- Contribute to the overall success of the project and work of the wider John Muir Trust teams.
- Work with the UK Award team to manage enquiries and to provide excellent customer service throughout our network.

PERSONAL SPECIFICATION

Essential experience

- Knowledge of education and community learning priorities, Welsh language communities and wellbeing initiatives/networks in Wales; and an understanding of their interaction with outdoor and environmental sectors.
- At least 2 years experience establishing and managing effective partnerships and generating outcomes.
- Strong organisational skills with ability to manage own workload and work to targets.
- Excellent interpersonal skills able to work well with others as part of a team.
- Confident engaging with a wide range of organisations and individuals, both formally and informally.
- Good verbal/written communication skills – ability to express yourself well in person, on the phone and over digital media channels.
- Creative reporting - interested in translating experiences into success stories to engage supporters.
- IT skills – knowledge of MS Office package.
- Full driving licence and willingness to travel to events and meet partners.

Desirable experience

- Working with volunteers and young people, ideally outdoors.
- Welsh language proficiency. The ability to converse in Welsh is highly beneficial for our work in region. Additional consideration will be given to candidates that can demonstrate this.
- Social media, and other communication and media platforms.
- Working in a project management environment.

Essential aptitude

- Understanding and appreciation for the Welsh Language; and, of the value and importance of encouraging Welsh Language participation.
- Highly self-motivated, keen to take initiative and take on responsibility.
- Energy, enthusiasm in your approach to work.
- Empathy towards others, especially diverse and disadvantaged communities.
- Strong work ethic, able to work remotely needing little supervision.
- Ability to work flexible hours.
- A commitment to the John Muir Trust's aims and objectives.

Qualifications

- Educated to degree level or equivalent.
- Qualifications and or significant evidence of continued professional development relevant to the role purpose and level.

Terms and conditions

Salary: £20,000 - £22,000 p.a. pro rata
Location: Home working (in Wales) – extra consideration will be made for candidates applying from south/southeast Wales locations.
Probationary period: 3 months



Line Manager: England & Wales Manager
Pension: 5% employer contribution to a group auto-enrolment pension scheme
Holidays: 34 Days per year (pro rata) plus 2 'wild days'
Hours: 0.6 FTE- 21 hours per week
Term: Fixed term until 31st Dec 2023

John Muir Trust standard terms and conditions of employment apply.