

# Wales Award Manager

JOHN  
MUIR  
TRUST

## Introduction

Are you keen to work for the UK's leading environmental award scheme? Are you passionate about equality diversity and inclusion and do you feel that wild places should be enjoyed, connected with and cared for by people of all backgrounds? Then John Muir Trust wants to hear from you.

The John Muir Trust is looking for a Wales Award Manager who will join the UK team and build on established partnerships as well as be responsible for further promoting and developing the delivery of the John Muir Award across Wales.

If successful, you will increase John Muir Award activity across Wales, promoting the relevance of the Award to the Welsh language, and other relevant agendas such as nature conservation, education, skills development and health and wellbeing. You will also develop partnerships, projects and opportunities that support the development of the Trusts strategic priorities.

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 our work on behalf of wild places.

## Main responsibilities

### Key duties

- Increase John Muir Trust presence in Wales (with England & Wales Manager and other Regional/Partnership Managers) to meet key targets, in particular 30% of Awards achieved by underrepresented groups.
- Support the network of John Muir Award Providers and supporters to access, plan and deliver high quality Award activity and learn more about the John Muir Trust. This requires a high level of customer service and delivery of training/CPD opportunities.
- Relate activity to relevant Government initiatives such as wellbeing, health, employability, youth work, 1 million Welsh Speakers, social action and biodiversity/nature connection
- Develop effective internal and external communications – including sharing stories, updating funders, producing case studies and developing resources.
- Develop and deliver effective partnerships and projects, with support from the England and Wales Manager, to increase the support (financial and practical) for the Award across Wales.
- Responsibility for the development and delivery of Urdd Gobaith Cymru Partnership.
- Development of the Trusts communications through Welsh Language.

- Work across the Award and Trust teams to share good practice, develop wider planning for engaging communities across Wales and the UK.

## Person specification

### Essential skills, knowledge and aptitude

- Confident Welsh Speaker – essential.
- Understanding of informal education, community learning, health themes/networks and/or Welsh language networks in Wales, and their interaction with outdoor and environmental sectors.
- Clear evidence of project management, skills and experience - in relation to diverse workload management, working to targets, establishing effective partnerships, and generating outcomes.
- High levels of motivation, initiative and taking on responsibility.
- Strong organisational skills, in relation to planning, working with processes and systems. Excellent interpersonal skills; ability to communicate (written and presentation) and network effectively, both formally and informally.
- Evidence of effective working relationships with a wide range of organisations and individuals.
- Experience of working effectively with volunteers and young people, ideally outdoors.
- Experience of delivering training programmes.
- An empathy with the ethos of the John Muir Trust/John Muir Award aims & objectives.
- IT skills – knowledge of MS Office packages is essential; an awareness of other applications e.g. social media, communication platforms and media etc. desirable.
- Full driving licence.

### Other details

Type of contract:	Permanent
Hours:	21 hours per week
Salary:	£25,000 - £30,000 (FTE)
Pension:	5% contribution to group auto-enrolment scheme
Reporting to:	England & Wales Award & Engagement Manager
Location:	Flexible - Wales
Holiday:	34 days per year plus 2 'wild days'

John Muir Trust standard terms and conditions of employment apply.