

Person Specification

Post Title: Eycott Hill Events & Communications Officer – Grade 6



Cumbria
Wildlife Trust

1 Qualifications & Experience:

The post holder will be expected to have qualifications and recent and relevant experience in the following areas:

		Essential	Desirable
1.	Good general level of education (A level or equivalent standard).	•	
2.	Experience in a similar role.	•	
3.	Planning and delivering large events and/or conferences	•	
4.	Developing, promoting, and delivering a range of public engagement events to appeal varied audiences	•	
5.	Liaising with colleagues and volunteers to produce information for variety of audiences and communication channels including print, online, physical interpretation, social media, and press and media channels.	•	
6.	Writing engaging media releases and encouraging the media to take up stories.	•	
7.	Use of social media to engage the public on wildlife conservation issues and related activities.		•
8.	A qualification in project management, event management, or marketing to degree level or equivalent		•
9.	Project management or delivery including monitoring and reporting outputs, managing budgets, and meeting funding requirements		•
10.	Working with a range of partners including educational establishments, arts organisations and local businesses.		•
11.	Experience of working with a wide range of people including children, adults with learning disabilities, volunteers, and students.		•
12.	Experience of organising and delivering a conference type event		•

2 Knowledge & Skills:

The post holder will have the following knowledge and skills:

		Essential	Desirable
1.	Ability to plan and deliver a wide range of events	•	
2.	Experience of project delivery, monitoring, and reporting	•	
3.	The ability to engage and communicate with a variety of people, from children to partner organisations	•	
4.	A good understanding of different marketing channels and targeting communications for a range of audiences	•	
5.	A good understanding of what works in terms of event promotion for different events and how to overcome	•	



	barriers that prevent people accessing events/activities.		
6.	Communication - good face to face communication and good written skills.	•	
7.	Excellent spelling and grammar.	•	
8.	Organise and prioritise work effectively, often to tight deadlines, and monitor outcomes.	•	
9.	Focus on tasks and take them through from conception to completion.	•	
10.	Full driving licence and access to own transport.	•	
11.	Competent in the use of Microsoft Office Word, Excel and Outlook.	•	
12.	Experience of running education and training sessions for a groups of all ages		•
13.	Understanding of Cumbria's wildlife habitats and species, and current conservation issues.		•
14.	Competent at giving presentations and writing reports.		•
15.	Confident in use of graphic design programmes such as Photoshop, Illustrator and InDesign.		•

3 Personal Qualities

The post holder should possess the following:

		Essential	Desirable
1.	Ability to maintain high levels of enthusiasm and self-motivation.	•	
2.	Ability to work well on own initiative and co-operatively as part of a team.	•	
3.	Ability to work effectively under pressure.	•	
4.	Ability to be flexible and respond to changing situations.		•
5.	Tact and diplomacy.		•
6.	A strong affinity with wildlife/wildlife habitats.		•

Terms and Conditions

1. Salary: £25,858, plus pension contribution of 9% (Year 1 - Grade 6) based on a 35 hour week.
2. Duration of post: Until 30 June 2020. All employees new to Cumbria Wildlife Trust undertake a probationary period of six months, in which time they are expected to establish their suitability for the post.
3. Hours per week: 35 hours, normally worked between 9.00 a.m. to 5.00 p.m, Monday to Friday. Some out of hours work will be required, for which time off in lieu is given.
4. Holidays: 28 days per annum, including public holidays. After 1 year's continuous employment with the Trust, employees are entitled to an extra day's holiday entitlement for each subsequent complete year of service, up to a maximum of 5 extra days. For employees working less than 35 hours per week this entitlement is calculated on a pro-rata basis in relation to contractual hours.

5. Place of work: Office - Cumbria Wildlife Trust's office at Gosling Sike Farm, Houghton Road, Houghton, nr Carlisle, Cumbria, CA3 0LD.
Site: Eycott Hill, Berrier, Penrith, Cumbria.
6. Applications: Completed application forms should be returned with a covering letter outlining the candidate's suitability for the post, to Claire Ladell, Senior Personnel Officer, Cumbria Wildlife Trust, Plumgarths, Crook Road, Kendal, Cumbria, LA8 8LX or by email to admin@cumbriawildlifetrust.org.uk.
7. If you have not heard anything within 14 days of the closing date, please assume your application has not been successful.
8. Closing date for applications is **Friday 29 March 2019 at 9:00 am**.
9. Interviews will be held on **Monday 8 April 2019**.
10. Applicants should be aware that this post requires a Disclosure and Barring Service (DBS) check.
11. Any further enquiries should be directed to Andrea Simpson, Cumbria Wildlife Trust at the above address or ring 01539 816300.