

# Person Specification

## Post Title: Planting for Pollinators Project Officer - Training & Skills



**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 of successful partnership and community working.	•	
3.	Experience of delivering training/learning activities to different audiences.	•	
4.	Experience of supporting young people in a training or employment role.	•	
5.	Delivery of skills training to specific groups including young people and people learning or physical disabilities.	•	
6.	Experience of working with volunteers.	•	
7.	Conservation experience (e.g. habitat restoration, habitat surveys) gained working within a recognised conservation organisation in a professional or voluntary capacity.	•	
8.	Full driving licence.	•	
9.	Experience of organising and delivering events.		•
10.	Current First Aid qualification.		•

### 2 Knowledge & Skills:

The post holder will have the following knowledge and skills:

		Essential	Desirable
1.	Good general knowledge of British natural history - able to identify common flora/fauna.	•	
2.	Basic understanding of principles of wildlife gardening.	•	
3.	Sound knowledge of Health & Safety issues.	•	
4.	Computer literate - competent in the use of Microsoft Word, Excel and Outlook.	•	
5.	Communication - good face to face communication and good written skills.	•	
6.	Proven training and coaching skills.	•	
7.	Understanding of the importance of access and connecting people with nature.	•	
8.	Familiar with the north and west Cumbria.		•

### 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 independently and as part of a team.	•	
3.	Ability to be flexible and respond to changing situations.	•	
4.	Ability to inspire others.	•	

5.	Well organised, able to prioritise work and meet deadlines.	•	
6.	Lives and demonstrates the Trust's values being able to represent the project and the Trust in a professional manner which enhances our reputation.	•	
7.	Ability to work effectively under pressure.	•	
8.	A strong affinity with wildlife/wildlife habitats.	•	

## Terms and Conditions

1. Salary: £26,429 per annum, plus pension contribution of 9% (Year 1 – Grade 6) based on a 35 hour week.
2. Duration of post: Temporary role for a fixed term until 31 March 2023. All employees new to Cumbria Wildlife Trust undertake a probationary period of 6 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 may be required, for which time off in lieu is given. The Trust operates a Flexi-time policy.
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: Cumbria Wildlife Trust offices at Gosling Sike, Houghton, Carlisle, CA3 0LD.
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](mailto:admin@cumbriawildlifetrust.org.uk).
7. Only short listed candidates will be contacted. 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 **9am on Monday 27 September 2021**.
9. Interviews will be held **week commencing 4 October 2021**.
10. Applicants shortlisted for an interview will be asked to declare any convictions, cautions, reprimands or final warnings that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website: [www.gov.uk/government/organisations/disclosure-and-barring-service](http://www.gov.uk/government/organisations/disclosure-and-barring-service).

11. Applicants also should be aware that this post requires a Disclosure and Barring Service (DBS) check due to it being exempt from the Rehabilitation of Offenders Act and therefore spent criminal convictions should also be declared if shortlisted for an interview.

12. Any further enquiries should be directed to Graham Jackson-Pitt email - [grahamjp@cumbriawildlifetrust.org.uk](mailto:grahamjp@cumbriawildlifetrust.org.uk) or tel - 01539 816 300.

## Green Recovery Challenge Fund



The  
National Lottery  
Heritage Fund

