

## **Person Specification - Project Manager & Community Ecologist (Hackney Buzzline)**

### **ESSENTIAL QUALITIES:**

The suitable candidate should:

Experience and knowledge:

- Have at least 1 year's experience of working or volunteering in practical field ecology
- Have a good working knowledge of pollinator and plant species identification (butterflies, bees, moths, and wildflowers).
- Have an understanding of conservation in urban areas, and an appreciation of some of the issues associated with working in cities and towns.
- A thorough understanding of health and safety, experience of using risk assessments and ability to keep staff, volunteers and participants safe during sessions.
- Show willingness to be trained in safeguarding.
- Show willingness to be trained in data protection and confidentiality.

Skills:

- Demonstrate key project management skills, including planning, preparing and implementing projects, managing budgets, carrying out monitoring and evaluation and writing impact reports (internal and external).
- Ability to communicate professionally with funding Managers and other donors.
- Be able to offer guidance and support to the new Postcode Gardener - particularly advising on suitable planting for pollinators, in order to provide shelter, forage and habitats for bees, butterflies and moths.
- Be able to lead, motivate and instruct mixed-age groups from diverse backgrounds, running sessions and managing volunteers (including local residents and corporate volunteers).
- Have a commitment to community diversity and inclusion, and have a thorough understanding of equal opportunities and the ability to challenge inequalities if and when they arise.
- Have experience of using social media, and in crafting visual content for various channels.

Personal Qualities

- Be friendly, outgoing and self-motivated with excellent interpersonal skills.
- Be organised and energetic with excellent time-management skills.
- Confidence and ability to 'think on your feet' and be a creative problem solver.
- Be able to work on your own initiative, and as part of a small team.
- Good communication skills (both written and verbal) to a high standard of fluency.

### **DESIRABLE QUALITIES:**

- Have a qualification in ecology, conservation or a related field.

- Have experience of recording, and ability to implement methods for carrying out ecological surveying of pollinators.
- Be able to effectively build links and communicate with key stakeholders and residents, and help set up partnerships with those located in or near the Hackney Buzzline, (e.g. community leaders, school staff, and landowners).
- Be able to train and coach volunteers, colleagues and members of the public and disseminate key skills - e.g. identification and surveying of pollinators.
- Have good computer skills including use of GSuite and Microsoft Office.
- Commitment to eco-friendly gardening practices and an understanding of sustainability.
- Have an understanding of safeguarding, and relevant procedures to safeguard children and vulnerable adults.
- Have knowledge of and ability to maintain confidentiality as required, and an understanding of GDPR requirements.

#### **OTHER REQUIREMENTS:**

- Willingness to be DBS checked (we will do this for you).
- Willingness to work some flexible hours, including occasional evenings and weekends.
- Be able to join a hybrid working environment (partly working in community locations or remotely e.g. at home, and partly in the ecoACTIVE office).