

Job Description

Salary: £21,000 - £24,000, depending on experience

Terms: Part-time or full-time hours considered, fixed-term until 31 May 2021

Reporting to: Foundation Manager

Direct reports: N/A

Background: Bournemouth Parks Foundation, partnering with BCP Council, is one of 8 cohorts in the UK who have been selected for the Future Parks programme funded by the National Lottery Heritage Fund, National Trust and MHCLG. The project aims to find new, sustainable and innovative ways to manage our parks and greenspaces, increase the abundance of wildlife and make them relevant for local people in the 21st century.

Job purpose: We are looking for up to two new staff members to join our team to work in selected parks in Winton, Somerford and Parkstone. The purpose of the role is to scope and deliver a programme of work to increase the park's local communities' engagement with and use of their parks. This could include delivering nature activities, health initiatives, community engagement and developing the parks into a community hub for the neighbourhood.

Key responsibilities:

1. Undertake an initial assessment of the three pilot parks, including facilities offered, visitor numbers, activities and biodiversity.
2. Engage with local communities to identify how their parks can meet their needs and priorities. Developing innovative ways of engaging with those who do not usually visit our parks will be paramount.
3. Work with local stakeholders of the parks to plan activities and to gain an understanding of community groups already operating locally.
4. Provide welcoming, supportive, social, active, safe and enjoyable opportunities for the community to participate in activities within public parks for the betterment of both the condition of parks and the health/well-being of participants.
5. Deliver nature-based activities within parks by extending models already in place elsewhere across Bournemouth, Poole and Christchurch, such as coordinating volunteering to help improve people's health and wellbeing and providing opportunities to learn new skills.
6. Work with park operation managers and countryside staff to deliver a programme of work in selected parks to bring about meaningful biodiversity changes and set up monitoring to bring about long-term success.
7. Work with local stakeholders (practitioners and park users) to co-design and plan a programme of activities.
8. Collaborate with landscaping colleagues to help realise ambitious and innovative design ideas, by co-ordinating stakeholder groups and accessing funding opportunities.
9. Work with partners to create Picnic in the Park events.
10. Undertake administration for the project including, but not limited to: maintaining accurate volunteer records, work programmes, evaluation spread sheets, financial reports and outcome reports.
11. Write periodic progress reports for the Board of Trustees and for grant funders.

12. Work to secure additional ongoing funding for the project through researching and making applications to grant giving bodies and other sources.
13. Carry out any other reasonable activities as required by the Bournemouth Parks Foundation Manager.

Additional information:

- A driving licence may be required
- Some out of hours work (including weekends) will be required
- Local knowledge of the Pilot Parks and agencies to engage with locally will be an advantage.
- To manage a small project budget for tools, equipment and sundries up to approximately £1,000 per annum.

Direct relationships:

- Bournemouth Parks Foundation staff
- BCP Council staff
- Local residents and community groups
- Trusts and grant funders
- Corporate organisations

Person Specification

Education, experience and knowledge	Essential/desirable
Educated to A-level/equivalent or relevant work experience	Essential
Experience of working with and leading community groups	Desirable
Experience of working in horticulture or countryside management in a public or semi-public setting	Desirable
Proven record of managing volunteers, creating a productive and safe environment in which they will thrive	Essential
Experience of leading community events	Essential
Demonstrable ability to develop relationships with corporate partners, council colleagues, community groups and other agencies	Desirable
Experience leading nature-based activities to inspire children and adults	Essential
Training or qualification relating to an understanding of mental health	Desirable
Skills and ability	
Excellent written and presentation skills	Essential
High standard of computer literacy (Excel, Word, Power Point and Outlook and the Internet)	Essential
Meticulous attention to detail	Desirable
Organised, with ability to plan and prioritise own workload	Essential
Ability to develop lasting and positive relationships	Essential
Confident liaising with colleagues at a senior level, with the ability to communicate with a wide range of stakeholders	Essential
Practical skills to deliver nature-based activities	Essentials
Personal attributes	
Committed to developing parks into outstanding spaces	Essential
Approachable and friendly attitude, with tact and sensitivity	Essential
Flexible and adaptable attitude towards work	Essential
Able to work weekends and evenings	Desirable
Driving license	Desirable
Interest in nature and the outdoors	Essential