

Job Description

Job title

Senior Community Environment Officer

Overall purpose of the job

To work with communities, volunteers, parish councils, schools and partner organisations to deliver Cambridgeshire ACRE's environmental programmes.

The postholder will support practical environmental improvements, develop volunteering opportunities, engage communities in local environmental action and help deliver projects that improve water environments, biodiversity and community wellbeing across Cambridgeshire.

Main tasks

1. Deliver environmental programmes and projects as assigned, including developing project plans and maintaining robust systems for monitoring and evaluation in line with organisational standards.
2. Develop and manage partnerships with communities, parish councils, schools, statutory agencies and other stakeholders to support the delivery of Cambridgeshire ACRE's environmental work.
3. Recruit, manage and develop volunteers so they can contribute effectively to environmental projects and community action.
4. Work with community groups and volunteers, offering facilitation expertise, information, advice and guidance to enable them to undertake environmental improvement projects and activities.
5. Organise and deliver community engagement activities, volunteering opportunities, training events and practical environmental projects.
6. Prepare and help others prepare communications and support materials including case studies, guidance documents, newsletters, online resources and promotional materials.
7. Contribute to the development, delivery and evaluation of projects relating to environmental improvement, biodiversity, water environments and community stewardship.
8. Gather and analyse information on environmental issues affecting communities and contribute to the development of practical responses and solutions.
9. Contribute locally and nationally to the development of policies and practices affecting communities and the environment through participation in relevant networks and partnerships.

Person Specification

Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job:

Qualification required	Subject	Essential / Desirable
Level 6 qualifications including degree with honours or ordinary degree without honours, Level 6 NVQ, Level 6 Diploma or Certificate, Degree Apprenticeship or equivalent experience in a relevant field.	Community development, environmental management, conservation, geography, sustainability or a related field.	Essential

Minimum levels of knowledge, skills and experience required for this job:

Knowledge and experience	Essential / Desirable
Experience of delivering community-based projects.	Essential
Experience of giving advice to communities and volunteers.	Desirable
Experience of organising events, training or engagement activities.	Essential
Experience of working with community groups and volunteers.	Essential
Experience of partnership working and networking.	Essential
Knowledge of environmental, conservation, biodiversity or water-related issues	Essential
Experience of delivering environmental, conservation or sustainability projects	Desirable
Ability to build positive relationships with a wide range of stakeholders.	Essential
Skills and personal qualities	Essential / Desirable
Excellent written and verbal skills.	Essential

Excellent communication skills with an ability to use tact, diplomacy and a high degree of relationship management.	Essential
Ability to relate to all levels of the organisation confidently and effectively.	Essential
Ability to analyse and interpret complex data.	Desirable
Ability to produce written reports summarising activities and outcomes.	Desirable
Ability to manage own time and prioritise workload.	Essential
Excellent interpersonal skills and the ability to contribute within team environments.	Essential
Proficient user of Microsoft Office suite of software.	Essential
Flexible approach with a willingness to work outside normal hours on occasions (e.g. evenings and weekends).	Essential
Ability to travel independently including use of own car insured for business use.	Essential

Disclosure level

What disclosure level is required for this post?	<input checked="" type="checkbox"/>	None	<input type="checkbox"/>	Standard
	<input type="checkbox"/>	Enhanced	<input type="checkbox"/>	Enhanced with barred list checks

Safeguarding commitment

We are committed to safeguarding and promoting the welfare of children and young people and/or vulnerable adults. We require you to understand and demonstrate this commitment.

Other key information about this job

Who the role reports to:	Chief Executive
Working hours:	31.5 hours per week, which may include some evening or weekend work. Cambridgeshire ACRE operates a flexible working system.
Office base:	Homeworking: office accommodation can be provided if required.
Organisation job type:	Senior Officer

Salary:	SCP 23 on the NJC payscale (currently £34,434 per annum for a 35 hour week) plus contributory pension scheme and travel expenses.
Annual leave:	25 days per annum plus public bank holidays, pro rata for part-time employees
Contract type:	Fixed to 31 March 2027
Staff to be directly managed:	None