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| **Job Title:** | TTTV Interpretation Officer |
| **Department:** | Conservation Development |
| **Responsible to:** | TTTV Partnership Manager |
| **Salary:** | £23,125.41 pro rata |
| **Hours:** | 21 hours per week. Fixed term for four years. |
| **Location:** | The post will be based at a partnership office located within the Trent Valley landscape with the option of occasional working from the Wolseley Centre or other partner office.  |

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| **Background Information:** |
| Transforming the Trent Valley is a Landscape Partnership Scheme lead by Staffordshire Wildlife Trust, partnered by a diverse range of statutory and voluntary organisations and quarry operators and supported by The National Lottery Heritage Fund.Our purpose is that “Transforming the Trent Valley” celebrates the waterways, industries and the communities that are the life-force of this rapidly evolving river valley landscape and which have shaped and continue to influence its form and use. Wildlife-rich rivers, waterways and wetlands are at the heart of a revitalised, resilient and beautiful landscape that is connected and accessible for local communities and visitors to enjoy and explore as well as providing many opportunities to inspire and re-connect people to the river valley by revealing its cultural, industrial and natural heritage. The vision for the landscape is for “*Wildlife-rich waterways and wetlands at the heart of a resilient, accessible, beautiful and culturally rich landscape. Creating a brighter future for people, business and wildlife in the Trent Valley*”.Staffordshire Wildlife Trust’s mission statement is:*“Staffordshire Wildlife Trust protects and enhances the wildlife and wild places of Staffordshire and promotes understanding, enjoyment and involvement in the natural world.”*A registered charity established in 1969 we are one of 47 county Wildlife Trusts throughout the UK and are supported by over 15,000 members.The Trust owns or manages 27 nature reserves covering an area of over 3,600 acres. Our 60 staff are based in six locations around the county including our Headquarters at Wolseley Bridge, Stafford, with our work divided up into four departments: People Engagement & Resources, Conservation Delivery, Fundraising, Communication & Membership and Commercial. The Trust has a diverse workforce including site wardens, wildlife surveyors, community and education officers, catering and administration staff.In addition, we have a trading company looking after the commercial side of our business including a café at Westport Lake Visitor Centre and Charity Shops in Leek, Rugeley & Penkridge. |

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| **Job Purpose:** |
| The post holder is responsible for delivering a number of interpretive projects on behalf of the TTTV partnership in line with the LCAP and, working with other project staff and partners, ensure consistency of interpretive message and style across the project area. It is anticipated that this role will be incorporated in with the Communications Officer role to create a single post.The role is funded by The National Lottery Heritage Fund as part of a 5-year scheme. This role will manage and develop projects as detailed in the Landscape Conservation Action Plan (LCAP) as part of a wider partnership. A copy of the LCAP can be found on our website: <https://www.staffs-wildlife.org.uk/landscape-conservation-action-plan>. |

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| **Responsibilities:** |
| 1. Work with project partners and the Scheme’s Communications Officer to support the production of high quality interpretive projects, ensuring key themes from the interpretive plan are delivered in exciting and engaging ways.
2. With support from the scheme’s Communications Officer, develop a clear brand and guidelines for the scheme, an Interpretation Plan based on the existing Interpretation Strategy and develop a Comms Strategy.
3. Maintain oversight of all projects within the scheme which contain an interpretive element and ensure high quality, informative and engaging interpretation is embedded throughout. Support other scheme staff where required with developing interpretation and adhering to the scheme branding and guidelines.
4. Ensure that all interpretive projects clearly reflect the TTTV brand guidelines.
5. Responsible for the delivery of a number of interpretive projects as outlined in the LCAP and interpretation plan, including an exciting augmented reality project which delivers across all interpretive themes. Also be responsible for delivering the interpretation and signage aspect of key access projects in partnership with the local authorities.
6. Look for additional opportunities to tell the story of the area, the landscape and the work of the through the development and funding of new interpretive projects across the project area.
7. Actively seek ways to link the various visitor destinations identified in the interpretation plan to provide an excellent visitor experience and identify opportunities to promote visits to the area.
8. Work closely with the Scheme manager and other officers to deliver an effective project as part of a partnership and participate in relevant meetings and activities.
9. To promote the project and at all times being an ambassador for the scheme, working with stakeholders and project partners.
10. To monitor project outputs and outcomes in accordance with evaluation targets agreed with The National Lottery Heritage Fund.
11. To provide quarterly performance reports to the TTTV Board, and other reports (for example for evaluation and monitoring) at other times, as required.
12. All staff should recognise the contribution that membership makes towards the running of the organisation. The post holder is therefore expected to understand the need for high standards of service to existing members and recognise their role in contributing towards ongoing membership recruitment.
13. In order for the organisation to work effectively you may be required to assist with other areas of work and therefore you should be prepared to undertake other duties, appropriate to the post, as delegated by your line manager.

**All staff are required to abide by organisational policies and procedures.** |

**Person Specification**

**Job Title**: TTTV Interpretation Officer

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| **Criteria** | **Essential** | **Desirable** | **Assessment Method** |
| **Qualifications** |  |  |  |
| A degree or similar in a subject appropriate to the role. | ✓ |  | QC |
| GCSE Maths and English or equivalent. | ✓ |  | QC |
| **Experience**  |  |  |  |
| Producing high quality written material for a range of audiences. | ✓ |  | AF / I |
| Developing interpretation projects using a range of media and approaches. | ✓ |  | AF / I |
| Working with a wide range of audiences and tailoring interpretation and information to suit different needs. | ✓ |  | AF / I |
| Working on a diverse range of projects with different outputs, timescales and audiences. | ✓ |  | AF / I |
| Publication design and editing  | ✓ |  | AF / I |
| Dealing with media, including press, TV and radio |  | ✓ | AF / I |
| Developing web content | ✓ |  | AF /I |
| Experience of producing written materials, reports or monitoring forms | ✓ |  | AF /I |
| Working to tight deadlines | ✓ |  | AF / I |
| **Skills/knowledge** |  |  |  |
| Proficient in use of Adobe InDesign and Adobe Photoshop |  | ✓ | AF / I |
| Ability to work within a busy team | ✓ |  | AF / I |
| Ability to work with a range of partners and organisations | ✓ |  | AF / I |
| Understanding of the key principals of the scheme. | ✓ |  | AF / I |
| Understanding of accessibility and DDA compliance | ✓ |  |  |
| Good IT skills (e.g. MS Office) | ✓ |  | AF |
| Knowledge of Web Site CMS |  | ✓ | AF / I |
| Strong organisational skills to keep to strict deadlines | ✓ |  | AF / I |
| Meticulous attention to detail | ✓ |  | AF / I |
| **Abilities** |  |  |  |
| The post will require driving throughout the project area; it is therefore essential that the post holder holds a current driving licence and has access to a vehicle. | ✓ |  | QC / I |
| Some evening and weekend working will be required and therefore a flexible approach is essential. | ✓ |  | I |
| Personal Qualities* Self-motivation and enthusiasm
* Assertiveness and credibility
* Flexibility and open mindedness
* The ability to work on your own initiative and take responsibility
* Adaptability, flexibility and resourcefulness to cope with the changing demands of the job.
 | ✓ |  | AF / I |

I = interview

QC = qualification certificate

AF = application form

T = test or assessment

P = presentation

***April 2019***