



## Biodiversity and Decarbonisation Officer

### Recruitment Pack

#### About Newport Area Environment Group

The Newport Area Environment Group (N.A.E.G) is a voluntary, community-based initiative, in Newport, Pembrokeshire. The aims and objectives of the group include:

- Fostering an understanding of local, national and global environmental sustainability
- Thereby seeking to achieve sustainable environmental improvements locally with the ultimate purpose of creating a carbon neutral area
- Facilitating groups to set up initiatives in local food growing, renewable energy etc to address the twin challenges of peak fossil fuel and climate change.

We are actively engaged in all manner of topics related to improving our community and seeking a more sustainable environment and ecology to pass on to future generations.

The Newport Area Environment Group (N.A.E.G. – usually pronounced “NAG”) was established in 2006 under the auspices of the **Newport Community Forum**– supported through PLANED funding mechanisms. Since 2008 NAEG has been an independent organisation with its own constitution. You can find out more about N.A.E.G. via our website: <https://naeg.org.uk/>.

In 2020, N.A.E.G. secured a grant from the Pembrokeshire Coast National Park Authority’s Sustainable Development Fund for a new project entitled ‘Decarbonisation through Biodiversity’. This 18-month project consists of three interrelated themes:

- Community awareness and action – the community will be engaged in activities, workshops and personal actions to enhance biodiversity, mitigate climate change and raise awareness of critical environmental issues. The project aims to change behaviours, increase social capital and foster community pride through volunteering and long-term nurturing and monitoring of biodiversity. The project will engage local groups, the school, homeowners and landowners.
- Carbon sequestration – there is an urgent need to reduce CO<sub>2</sub> levels in the atmosphere. Trees sequester carbon as they grow, and will be planted to act as both a carbon sink and a carbon store, locking CO<sub>2</sub> up above ground, in roots and in soils.



- Biodiversity and climate change resilience – a biodiverse area is intrinsically more resilient to the effects of climate change. Systems which are more diverse, larger, in better condition and better connected are more able to adapt to or recover from change.

Three components of the project will address these elements:

1. **Tree planting.** The project will plant a tree for every member of Newport's population (approx. 1200.) Planting sites will be public open space and community areas, private land and gardens. NAEG will work with the Pembrokeshire Nature Partnership's Land Use Planning Tool to identify sites which will help strengthen wildlife corridors and improve connectivity. An Enhancement Study sponsored by the National Park proposing suitable tree planting sites will also be consulted. Native species will be chosen to provide food sources and breeding sites for wildlife. The community will be engaged throughout, from finding and offering sites, attending tree planting events and providing aftercare.
2. **Wildlife gardening.** Private homeowners will be invited to improve their gardens for wildlife, through activities such as planting wildflowers, leaving areas of lawn uncut, creating log piles and bug hotels, nesting boxes and wildlife ponds. Much of Newport is second homes, managed by only a few gardeners. They can have significant influence on the sites they manage, and will receive wildlife gardening training through the project. A network of ecologically valuable gardens and wild places will increase biodiversity and allow for greater movement of wildlife across a relatively hostile urban environment. Stickers declaring homeowners as participants will be distributed.
3. **Wildlife monitoring and mapping.** Citizen science is recognised as a vital method of gathering information about our environment and a fantastic way to engage people. Community members will be encouraged to gather observations of target species (determined by the Steering Committee). Observations will be collected using an existing wildlife monitoring app from the West Wales Biodiversity Information Centre. The observations, tree planting and wildlife sites will be used to create a Biodiversity Map of Newport.

N.A.E.G. are seeking a motivated, organised and creative candidate to manage the project.

### **Purpose of the role**

To deliver the project in a manner consistent with the project objectives, plan and budget that has been agreed with the NAEG Steering Committee.

### **Job Description**

The BDO should:

1. Be the public face of the Biodiversity through Decarbonisation project
2. Provide robust day-to-day running of the project through the project lifecycle, within budget, set timescales, agreed quality standards and in accordance with funder regulations.



3. Create networks, engage with stakeholders and the wider community, to ensure all project outcomes are met.
4. Manage and produce project reporting paperwork, e.g. highlight reports to Project board and all reporting and claims to the funders.
5. Provide effective communications to ensure all partners and wider stakeholders are kept up-to-date and involved as appropriate with the development and delivery of the project. Project partners include PCNPA and PCC officers, the Town Council, Ysgol Bro Inqli, community groups and with decarbonisation and biodiversity organisations and consultants providing specialist advice.
6. Recruit and manage volunteers to aid the delivery of the project outcomes.
7. Arrange and manage events and workshops as required – this will involve evening and possibly weekend working.
8. Contract and manage sub-contractors to deliver specific project outputs, e.g. schools engagement etc.
9. Ensure effective ongoing monitoring and evaluation throughout the project.
10. Monitor and report on the budget in compliance with funder requirements.
11. Enthusiastically promote the project, support its aims and objectives, and drive to achieve them
12. Engage with landowners to identify suitable areas for practical conservation action with regard to wildlife gardens and tree planting
13. Engage with community to organise and support practical conservation activity with regard to wildlife gardens and tree planting
14. Engage the community to take part in activities through networking and a promotional campaign
15. Establish a culture in the community of citizen science recording
16. Manage linkage to other related project (e.g. CLEAN – catchment level environment action network) to their mutual benefit.

### **Hours and remuneration**

This is a freelance role, paid at £14/hour.

The contract is for 18 elapsed months with 8 weeks holiday (unpaid) at points to be agreed. An average of 17.5 hours will be worked per week and timesheets provided with invoices. Some variance in hours per week should be expected (e.g. higher hours during a critical planting period).

### **Reporting**

The role will report to the Chair of a Steering Group appointed by NAEG. We have identified seven members to date.

The roles of the Steering Group include to provide:

- overarching governance for the project including authorisation of expenditure and management of risks



- connections into the Newport Town Council and area volunteer groups and to represent them
- guidance on site identification and matters of town and area policy
- direction setting for the project and issue resolution.

Reporting will include:

- Fortnightly RAG reports highlighting performance against plan and budget and any new risks identified with their mitigations
- Maintenance of budget and expenditure control sheet
- Volunteer time recording against target.

### **Person Specification**

Essential skills include:

- Strong proven ability to engage with a wide variety of stakeholders
- Strong organisational capability including of large volunteer groups
- Proven experience of managing projects with diverse engagement and outcomes including budgets
- Excellent team work and 'people skills'
- Experience of managing and reporting against a budget
- Self-motivated, able to manage own workload and take the initiative

Desirable skills include:

- Exposure to climate change and biodiversity projects and understanding of the agenda
- Experience of tree planting programmes including planting and maintenance
- Experience of drafting and designing material, promoting and explaining a project, including in the press, on Wordpress websites, social media and print
- Experience of Citizen Science projects and data recording
- Background in ecology, gardening or conservation
- Project management experience
- Knowledge of the area and local community
- Welsh language

### **How to apply**

Send a CV and 1-page letter (maximum 1 side of A4) detailing why you want the job and how you meet the person specification to Siobhan Ashe: [siobhanash@btinternet.com](mailto:siobhanash@btinternet.com).

The deadline for applications is 2nd April 2021.

Provisional dates for interview, to be confirmed, are April 12th and 13th 2021. We intend to conduct interviews using video conferencing due to Covid restrictions. A suitable online platform can be discussed with those who are shortlisted for interview.

The desired start date is 1st June 2021.