

## **Job Description**

### **Community Action Manager**

**Hours of work:** 28-35 hours per week (flexible in how worked)

**Type of contract:** Permanent

**Based at:** A BBOWT office with travel across the three counties. Hybrid working available.

**Croner rank:** 5

### **Job Purpose**

To manage and deliver community-led and inclusive projects and activities to support local community action for nature's recovery

### **Reporting Line**

The post holder reports to the Head of Community Organising

### **Line Management**

Line management responsibility for a team of two Community Action Officers

### **Key Responsibilities**

- Collaborate with community organisations to build trust and develop relationships to support communities deliver action for nature
- Scope, develop and deliver activities co-designed with communities to promote sustainable community-led action for nature
- Manage delivery of community based projects in line with agreed outcomes
- Coordinate and line manage a proactive and dynamic community action team
- Any other duties as delegated by the Chief Executive

### **Person Specification**

- Skills and ability to scope and develop community projects
- In-depth skills and knowledge of collaborating with, and supporting, diverse communities
- Knowledge and understanding of a community organising approach to collaboration
- Experience of leading well motivated teams
- Knowledge and skills in developing effective relationships and partnerships
- Competent in use of MS Office functions such as Word and Outlook and advanced Excel
- Ability and willingness to demonstrate the BBOWT behaviours and values
- Current UK valid car driving licence

### **Measurements Of Success**

- Management of high quality community involvement initiatives across Berks, Bucks & Oxon
- Feedback from community partners
- Well managed and motivated staff delivering the community programme of activities and projects
- Delivery of project outcomes and budgets
- Amount of supervision required to achieve the above

The Berks, Bucks & Oxon Wildlife Trust is committed to equal opportunities and maintaining a safe and secure environment for all children and young people. Therefore, the successful applicant for this position will be subject to pre-employment checks including an enhanced Disclosure and Barring Service (DBS) check. Please note, it is an offence to apply for this position if barred from engaging in regulated activity relevant to children.

