

# JOB DESCRIPTION



**Effective Date: March 2024**

**Location: Maidstone House and the Depot**

**Job Title: Biodiversity and Climate Change Engagement Officer**

**Grade: 8**

**Responsible to: Biodiversity and Climate Change Manager**

**No. of Staff Responsible For: 0**

## **PURPOSE OF JOB**

The purpose of this role is to support community engagement for climate, biodiversity, and waste reduction projects. This is an interdepartmental role working between the climate and biodiversity, parks and open spaces, and waste management teams at Maidstone Borough Council.

You will be responsible for leading the delivery of the Council's communications and stakeholder engagement, events, campaigns and educational initiatives for climate, sustainability, environment and waste reduction. Including organising awareness raising events and outreach with schools and community groups, to support residents to understand the changes they can make to mitigate and prepare for the impacts of climate change in line with the Council's [Biodiversity and Climate Change Action Plan](#).

You will lead and coordinate community engagement with local green spaces, rewilding, and awareness raising to increase biodiversity and connect existing volunteers and environmental groups.

You will lead and raise waste reduction awareness to improve recycling, waste reduction and reuse, circular economy, composting and reducing food waste within the borough in order to achieve the objectives set out in the Council's waste strategy.

You will support and drive a wide range of sustainability topics, from public transportation and active travel, to carbon literacy training and net zero targets.

## MAIN RESPONSIBILITIES

To work with the Biodiversity and Climate Change Manger to carry out targeted engagement (40% of time):

- To organise and manage the Council's Eco Hub project and support residents to understand the changes they can make to reduce, and prepare for, climate change and enhance biodiversity.
- Organise and run events and outreach through social media and communications.
- Implement awareness and engagement campaigns, working with colleagues to publicise the Council's aims, initiatives and achievements through a wide range of social media and channels by working closely with communications team.
- Provide staff awareness information, updates to members, and training of carbon literacy, biodiversity and climate change and support internal projects.
- Engage with and build support from key stakeholders and the wider public on enhancing biodiversity and addressing climate change.
- Support and signpost community groups on tree planting, rewilding, and after care as part of MBC tree planting projects.
- Liaise with Kent Wildlife Trust, Southeast Rivers Trust, and the Woodland Trust to promote relevant schemes to residents, schools and community groups to encourage them to enhance biodiversity and flood mitigation.
- Provide information on habitat development and the benefits of it to nature and ecosystem services.
- Promote access to schemes for residents, landlords and housing associations, for retrofitting insulation and decarbonising heating systems.
- Promote water efficiency to residents.

To work with the Parks & Open Spaces Manager (30% of time):

- Work with the Green Spaces Manager to inform the Parks Strategy and policy documents.
- To engage with residents and encourage them to get actively involved with their local green spaces, through litter picking, rewilding and green space creation.
- To provide support to existing community groups including signposting them to other organisations, seek funding opportunities and identify networking opportunities.
- To identify opportunities for new community and Friends of Parks groups to link with green spaces, including arranging meetings, seeking funding support and providing marketing materials.
- To manage the website, including promoting events to local community groups and residents across the Borough.
- To raise awareness of nature conservation, biodiversity and access to nature across the Borough.

To work with the waste management team to create and implement education programmes and raise awareness of waste reduction and recycling (30% of time):

- Work closely with Special Projects Officer as part of the Mid Kent Waste Contract on introducing new waste reduction initiatives.
- Carry out awareness raising activities and behaviour change, on a wide range of issues relating to environmental quality, such as waste & recycling, littering and fly tipping with a range of stakeholders including community groups, police and other local authorities.
- Lead waste re-used, recycled/composted projects by encouraging residents to separate food and recyclables (particularly metals and textiles), to use appropriate bins and avoid contamination.
- Investigate options and encourage home composting and use of anaerobic digesters to process the domestic food waste collected.

### **General Responsibilities**

- Maintain records, data and statistics relating to activities undertaken.
- Publicise projects, case studies and events through social media and communications.
- Undertake research on local environmental issues as requested.
- Prepare reports and keep Members up to date with progress on projects and provide reports to the Committee for decision and noting when requested.
- Commitment to the Council's Corporate Plan.
- To undertake any training and development as required.
- To comply fully with the Council's Equal Opportunity Policy.
- To comply fully with the Council's Health and Safety at Work Policy.
- To assist as required in the Council's Emergency Plan.
- To comply fully with the Council's IT Security Policy.
- To undertake other duties commensurate with the grade of the post.

# PERSON SPECIFICATION

## Job Title



Attributes:		Essential/ Desirable	Assessed By
Education, Training and Knowledge	<ul style="list-style-type: none"> <li>➤ Degree level in an environmental discipline or relevant/equivalent discipline</li> <li>➤ Knowledge of the climate change and sustainability agenda</li> </ul>	Essential  Essential	
Experience	<ul style="list-style-type: none"> <li>➤ Experience of working with the voluntary sector and coordinating volunteers</li> <li>➤ Experience of working with and managing volunteer and school projects</li> <li>➤ Experience of working in an office environment</li> <li>➤ Experience of working in a similar education/training/promotional role with the public or private sector or voluntary organisation</li> </ul>	Desirable  Desirable  Desirable  Desirable	
Skills and Abilities	<ul style="list-style-type: none"> <li>➤ This role requires excellent interpersonal skills with the ability to engage with a wide range of individuals and communicate information clearly and concisely</li> <li>➤ This role requires experience in a service delivery environment, with excellent customer service and organisational skills and the ability to work under pressure to challenging deadlines</li> <li>➤ Ability to find innovative solutions and develop creative ideas</li> <li>➤ Ability to work as part of a team and on own initiative</li> <li>➤ Ability to create and manage projects</li> <li>➤ Good organisational skills to deal with varied workloads and tight deadlines</li> </ul>	Essential  Essential  Essential  Essential  Desirable Essential	
Knowledge	<ul style="list-style-type: none"> <li>➤ Knowledge and active interest of Climate Change and Sustainability</li> <li>➤ Knowledge of conservation, biodiversity and habitat management</li> <li>➤ Awareness and/or evidence of working in an environment committed to promoting equal opportunities</li> <li>➤ Knowledge of Microsoft Office software</li> <li>➤ Good IT skills</li> <li>➤ Knowledge of social media platforms, communications processes, surveys</li> </ul>	Essential  Desirable  Essential  Essential Desirable Desirable	

Personal Attributes	➤ This role should be assertive and proactive with a commitment to high standards of service delivery	Essential	
	➤ Confident and conscientious individual	Essential	
	➤ Self motivated	Essential	

Work Together	<ul style="list-style-type: none"> <li>• Proactively contributes to ensure that the wider service objectives are achieved.</li> <li>• Ability to work as part of a team and motivate colleagues to achieve team objectives.</li> <li>• Excellent communication and interpersonal skills.</li> <li>• Share knowledge and experience to grow the wider team.</li> </ul>		
Respect Everyone	<ul style="list-style-type: none"> <li>• Build positive relationships and ensure credibility.</li> <li>• Ability to challenge effectively.</li> <li>• Conscientious individual.</li> </ul>		
Develop and Grow	<ul style="list-style-type: none"> <li>• Take ownership of actions and ensures timely delivery.</li> <li>• Identify solutions not problems.</li> <li>• Take responsibility for developing own skills and knowledge in current roles, as well as future ambitions.</li> <li>• Be open to new ideas and concepts</li> </ul>		
Make a Difference	<ul style="list-style-type: none"> <li>• Demonstrates objectivity for benefit of internal and external customers.</li> <li>• Right first-time approach.</li> <li>• Implement ideas which will improve the customer experience, internal and external.</li> </ul>		
Care	<ul style="list-style-type: none"> <li>• Awareness and commitment to promoting equal opportunities.</li> <li>• Consider equalities in all work undertaken.</li> <li>• Assertive and proactive with commitment to high standards of service delivery.</li> </ul>		