

# Cambridge Nature Network Officer

Application Pack

Closing Date: 7 Sept 2021

*“CambridgePPF looks after the green places of one of the loveliest cities in Western Europe...do help it, do join it!”*

- Sir David Attenborough





**Bedfordshire  
Cambridgeshire  
Northamptonshire**

# Green Recovery Challenge Fund



Department  
for Environment  
Food & Rural Affairs

The  
National Lottery  
Heritage Fund



Environment  
Agency



**Cambridge Nature Network Officer**  
**Cambridge Past, Present & Future**  
**Salary up to £33,000**

Based at Wandlebury Country Park, Cambridge CB22 3AE.

**Closing date: 10am on 7 September 2021**

## The Opportunity

This is a fantastic opportunity for you to help kick-start an ambitious long-term nature conservation initiative working with a wide range of nature conservation organisations.

The Cambridge Nature Network (CNN) identifies opportunities to double nature and increase access to natural greenspace in Cambridge and the surrounding countryside. The network covers 9,203 hectares, contains 13 Sites of Special Scientific Interest for nature and 84 Local Wildlife Sites as well as providing accessible greenspace for 200,000 residents. The aim is to halt the decline in biodiversity and enable nature to recover.

A partnership of organisations that supports the Cambridge Nature Network has begun to form including Wildlife Trust BCN, Cambridge Past, Present & Future, National Trust, RSPB, Cambridge Sport's Lakes Trust, Magog Trust, Cambridge City Council, South Cambridgeshire District Council and Cambridge University Botanic Garden.

The Cambridge Nature Network has recently secured a Green Recovery Grant and your role will be to help us to deliver some of the projects, to promote the network and develop new collaborative projects.

You will be employed by Cambridge Past, Present & Future, who are the lead delivery partner for the project, but you will be delivering work on behalf of the Cambridge Nature Network partner organisations.

Committed to and knowledgeable about our cause, you will use your excellent relationship management skills to build working relationships with the partner organisations. Your ability to organise and co-ordinate will enable you to develop and deliver a Cambridge Nature Week 2022. You will use your excellent communication skills and knowledge of nature to promote the Nature Week and the Nature Network more broadly.

You will be an effective worker who can use your experience to fulfil the evaluation and reporting requirements of the Green Recovery Fund.

You will be part of a small, friendly and committed team where you can make a difference and your work will have an impact.

CambridgePPF office is in an 18<sup>th</sup> century building overlooking the beautiful Wandlebury estate. Wandlebury is located on top of the Gog Magog Hills just south of Cambridge.

## About Cambridge Past, Present & Future

Cambridge Past, Present & Future is a local charity that cares about Cambridge and its green landscapes.

We protect the green setting of Cambridge and its most valuable landscapes and we are working to enhance and connect them for people and nature.

We inspire people of all ages to get outdoors and help them to enjoy, learn about and get involved with their local environment, heritage and culture.

We help to protect, celebrate and improve the important built heritage of the Cambridge area.

We own and care for Wandlebury Country Park, Coton Countryside Reserve, Bourn Windmill, Hinxton Watermill and Cambridge Leper Chapel. We deliver a busy schools and public events programme. We were founded in 1928 to preserve the beauty of the historic city of Cambridge and its countryside setting and we work hard to influence the planning and development of the greater Cambridge area.

We are a team of 13 staff (6 full and 7 part-time) supported by over 100 volunteers and assisted by contracted field teachers, advisors and service providers.

## Terms & Conditions

**Salary:** up to £33,000 (depending on experience)

**Start date:** Anticipated start date of 1 November 2021.

**Duration:** This is a temporary appointment for the duration of the CNN Green Recovery Fund Project (to 31 March 2023) and is subject to satisfactory completion of 3-month probation period. Because this is a temporary appointment, we would also consider secondment from another organisation. There is the possibility for contract extension if funding can be secured.

**Hours:** Full-time preferred but we are very happy to consider flexible working arrangements to accommodate work-life balance. Full-time is 37.5 hours per week. There will occasionally be evening and weekend working for which time off in lieu is given.

**Location:** Our office is at Wandlebury Country Park, Cambridge CB22 3AE. This role is suitable for home working combined with team working at our office and site-based activity. You would have your own desk and can work entirely from the office if that is your preference. You will be required to attend meetings away from the office, within a 20-mile radius of Cambridge.

**Benefits:** 33 days annual holiday entitlement pro rata, includes allowance for Bank Holidays. Pension contribution of up to 5% of gross pay.

## Job Description

Working closely with the CEO, successfully implement elements of the CNN Green Recovery Fund by ensuring that project tasks are completed on time, on budget and to the required standards:

- Working with CNN partner organisations, organise, co-ordinate, promote and evaluate a Cambridge Nature Week 2022. This should engage a wide section of the population of greater Cambridge in activities that raise awareness, understanding and learning about local nature and the actions that they can take to help.
- As part of plans for a Cambridge Nature Week, tender and appoint third party organisations to deliver nature-based outreach activities with at least 500 people living in deprived wards/under-represented groups/areas with least access to nature. Ensure that activities are as effective as possible and ensure that evaluation is carried out and reported on.
- Working with relevant staff in CNN partner organisations, research and develop funding and income generating opportunities to help deliver the long-term ambitions for the Cambridge Nature Network. This will include co-ordinating and developing partnership funding proposals.
- Research all relevant work and projects that are taking place or planned in the Cambridge Nature Network area and shape this into a co-ordinated programme of action that is used to secure support and promote the vision for nature recovery. Identify gaps and opportunities.
- Raise awareness of the Cambridge Nature Network to encourage and support local action for nature recovery in the project area, for example promoting and supporting the take up of the Cambridgeshire nature recovery toolkit for Parish Councils (and trialling an approach to this in urban communities in Cambridge). Also encouraging and supporting community groups and business to do what they can to help nature recovery.
- Provide material for press releases, website, social media content, newsletters, etc.
- Assist with evaluation of the CNN Green Recovery Fund Project, including planning and undertaking surveys of participants and evaluating and reporting on outcomes.
- Assist the CEO to pull together information from partner organisations in order to meet the reporting requirements of the CNN Green Recovery Fund Project.
- Provide a secretariat function for the CNN partnership (organising meetings, etc)

In addition, the post-holder will be expected to:

- Ensure confidentiality when working with CNN partner organisations and landowners;
- Observe all the charity's policies and procedures;
- Undertake any other duties which from time to time may be required by the charity as part of the CNN Green Recovery Fund project (CambridgePPF is a local charity carrying out a wide

range of operations and occasionally it may be necessary for the post-holder to cover for others).

You will report to the Chief Executive, CambridgePPF, however you will be delivering work on behalf of the CNN partner organisations. You will have no line management responsibilities.

## Person specification

Criteria:	Essential:	Desirable:
<b>Education, skills and experience:</b>	Relevant qualification  Experience of project development and securing funding for projects.  Experience of organising or delivering public events.  Experience of partnership working.  Experience of commissioning and managing third party organisations.  Experience of working with a local community.  Knowledge and preferably experience of nature and ecology.  Good organisation, communication and influencing skills.	Experience or understanding of nature recovery and the nature conservation sector in the east of England.  Knowledge of the Cambridge area.  Experience of any of the essential criteria specifically relating to nature and nature conservation.
<b>Miscellaneous</b>	Competency with basic IT software. Full clean driving licence. Proof of the right to work in the UK. Access to a car would be advantageous but not essential.	

## How to Apply

To apply, please email us the following:

- Your full CV.

- A covering letter telling us how you meet the person specification and job description for this role - and also tell us why you want the job.
- Contact details for two referees (who will not be approached without your permission)

Applications should be emailed to Clive Mitchell at [sec@cambridgeppf.org](mailto:sec@cambridgeppf.org)

Please title your email 'Job Application' and include your name in the file name of your CV and cover letter.

**Closing date for applications is Tuesday 7 September 10am.**

If you would like an informal chat about this role or have any questions please contact James Littlewood, CEO, on 01223 243830.

### **Equality & Diversity**

Our people are very important to us, we aspire to create an inclusive workspace that is free from discrimination, where differences are valued, everyone can be themselves and succeed. Please apply to work for CambridgePPF, your application will be welcomed.