



JOB DESCRIPTION

Title:	Natural Resource and Volunteer Officer
Area of Responsibility:	CAT estate woodland, water treatment and sanitation systems CAT volunteer co-ordination
Responsible to:	Woodland and Natural Resources Officer
Responsible for:	Volunteers attached to the Natural Resources team
Contract type:	Permanent
Responsibility Grade:	3
Location:	Normally at CAT's site near Machynlleth, Mid Wales
Salary:	£19,227.57 per annum, pro rata
Hours:	30 hours per week (0.8 FTE)
Working Days:	Normally between Monday to Friday but some weekend and out of hours working as required. To be agreed with department.
JD Date:	13.01.2020

DESCRIPTION

The Centre for Alternative Technology is a leading education, research and visitor centre demonstrating practical solutions for sustainability. CAT inspires, informs and enables people to achieve positive changes in their personal and work lives and local communities. CAT is a national charity based in mid Wales and celebrated its 40th anniversary in 2014. The post is based at the picturesque Llwyngwern site, within easy reach of Machynlleth, the Snowdonia National Park and Cardigan Bay.

The Natural Resources and Volunteer Officer works as a member of the CAT Estates Department which maintains the CAT site and infrastructure, allowing it to meet the needs of its visitors, students, staff and volunteers. The estate includes buildings, gardens, woodland, sanitation systems, the cliff railway, visitor centre displays and IT function.

The CAT Estates department endeavors to demonstrate sustainability principles through its work, whilst working towards reducing ongoing maintenance costs and working with the other CAT teams to deliver excellent customer service.

Working alongside the Woodland and Natural Resources Officer, the post holder will support the work of the department by helping deliver the woodland maintenance program, helping maintain the site water treatment and sewage systems and helping to enhance the biodiversity on the site.

This post will also provide oversight of the CATs volunteer recruitment and induction processes and provide support for volunteers during their time at CAT.

The job is split into three days Natural Resource and one day Volunteer Coordination.

MAIN PURPOSE AND RESPONSIBILITIES OF THE JOB

- To assist in the delivery of the woodland management and biodiversity programmes
- To assist in the delivery of the water and sanitation management programme
- Maintenance of relevant documentation and service record
- Compliance with the CAT's Health & Safety Policy at all times
- Coordinate the volunteer recruitment, induction and management processes in compliance with the CAT volunteer policy
- Assist in the training and management of volunteers working within the Natural resources and Estate teams
- Be aware of safeguarding and GDPR requirements and support volunteers through the period of occupation
- Maintain databases and undertake any other administrative duties
- To act as first aider
- Any other duties commensurate with the post.

PERSON SPECIFICATION NATURAL RESOURCE AND VOLUNTEER OFFICER			
Description	Essential	Desirable	How Evaluated
<i>Education and Qualifications</i> <ul style="list-style-type: none"> • Good general level of education • Other job specific education and qualifications 	*	*	Application form and evidence of qualification
<i>Knowledge and Experience</i> <ul style="list-style-type: none"> • Knowledge and experience of working within natural habitats and with environmental solutions • Experience of woodland management and water based treatment systems • Knowledge of Health and safety at work • Experience of working with volunteers • First Aid at Work 	*	* * * *	Application form and interview
<i>Aptitude and Skills</i> <ul style="list-style-type: none"> • Good inter-personal skills • Good teambuilding and teamwork skills • Good communication and motivational skills • Good organisational skills • Ability to communicate in Welsh – oral and written • Good level of numeracy and literacy • Possess good IT skills • Driving licence 	* * * * * *	* *	Application form. Interview and references
<i>Personal Attributes</i> <ul style="list-style-type: none"> • Ability to self-motivate • Have respect for diverse range of people • Ability to work effectively as an individual, as part of a team • Ability to work unsupervised and to direct own work • Ability to work outside in all weathers 	* * * *		Application form and interview
<i>Circumstances</i> <ul style="list-style-type: none"> • Ability and preparedness to work flexibly • Empathy with the ethos and core values of CAT • Good understanding of environmental issues 	* * *		Application form and interview

It is in your own interest that you are explicit in your application about how you meet the stated criteria and responsibilities of the job. You are encouraged to provide relevant and explicit examples.