



Application Form

Activities and Marketing Co-ordinator

The contact person at the reserve is Angela Hewitt. Tel: 01983 296110. email: angela.hewitt@btclick.com
Address: c/o Padmore Lodge, Beatrice Avenue, East Cowes, PO32 6LP

Closing date 31st March 2025

Interview: if you have not heard from us within 14 days from the closing date you will not be invited for an interview.

During the interview we would like you to make a brief 5 min presentation about something that you are interested in.

During the process you may be invited for a second interview

NOTE: As duties and responsibilities change, this job description will be revised and amended in consultation with The post holder.

This job description cannot cover every issue or task that may arise within the post at various times. Therefore the post holder will be expected to carry out any other duties as are within the scope, spirit and purpose of the job and requested by the line manager.

Full Name: First name: _____ Surname _____

Address:

Tel no: _____

Mobile No: _____

Email: _____

Male: _____ Female: _____ Other: _____

- 1) What experience/s do you have? Please specify i.e volunteering with another conservation organisation, worked with a conservation organisation, education in conservation, marketing, other

2) What other experience/qualifications do you have that may benefit Naturezones

3) Please give details of how you can fulfil the remit of this job description. You may write on a separate sheet

4) What do you hope to gain from this post

5) References. Please supply the name and contact details of 2 people that can give you a relevant reference

6) Please include your CV, no more than 2 pages with this form.

Data Protection

Your information will be confidential and kept on our data base for just one month or until you cease to part of Naturezones. After which it will be deleted/destroyed.

Applicants Name.....

Signature _____ Date_____

The Project will:

Offer support to and from all of the full time staff.

Respect you as an equal member of the staff team but not expect you to take on the responsibilities of a full-time worker. You will be invited to attend and contribute to some staff meetings where relevant.

Nominate a supervisor from the staff team. Your supervisor will be your first point of contact for any queries, questions or complaints. Your supervisor will also be responsible for following up any issues raised and liaison with other staff members.

Offer access to training and keep you informed of any training opportunities that arise. Wherever possible the project will meet the costs of the training.

Provide employers liability insurance.

As a member of the staff you will:-

Be committed to and act in the interests of the charity and avoid conflict of interest

Work within the Aims and Objectives of the project and work within the bounds of the job description that may change from time to time in consultation with the job holder

Be able to recognise and fulfil your commitments to the project and the young people who use it.

Be responsible not only to the project as a whole but also to the people of all age groups who use it.

Adhere to the policy of confidentiality within the staff team and in all your work with young people.

This will be discussed in more detail during your initial supervision session.

Prepare for and attend agreed supervision/training sessions and be willing to discuss practice issues and raise any items of concern.

Undertake training where it is deemed to be relevant and appropriate by both yourself and the project leader.