



Welcome to our new
Heritage Lottery
Funded project.

**A Stronger Future
Sustainable
Sociable
Scientific**

Naturezones Wildlife Education Trust is a small not for profit organisation dedicated to the education of Natural History—the basis of our cultural heritage. Founded by Angela Hewitt BEM.



Nature Information Point
Where to go - What to see
on the Isle of Wight

Naturezones Wildlife Education Trust

Naturezones is now in its 18th year. We work with primary schools across the Island as well as many community groups and individual visitors to our centre. Naturezones is unique and the only one of its kind on the Isle of Wight. It is a 10 acre living natural history museum specifically designed to support educational visits. We are passionate about education.

Our education programmes are for all — a wide variety of people and communities including school children, home educated children, college students and adult learners. We also support other organisations that are supporting people with mental health issues with the aim of restoring their confidence, health and wellbeing.

We very much welcome, appreciate and respect volunteers that can help us manage the nature reserve to further our aims and objectives.

The more that people understand the power of nature and how it is directly relevant to the way we live the better are our chances of protecting our environment from climate change.

As well as operating the education side of Naturezones we have a fund raising element.

Most of our funding comes from grants, donations and shop sales. We are now looking to expand our fund raising with new initiatives and quality advocacy.

Up until now Angela has done everything. From marketing and promotion to training and managing the volunteers. Organising the events and activities, IT, interpretation and fund raising.

Governance

Naturezones (user name) is a not for profit organisation ltd by guarantee. Founded October 24th 2007 by Angela Hewitt. We are a small team. 5 trust directors, a small group of volunteers, 1 part time centre staff, and a bank of qualified teachers that run our school visits.

The Founder trustee Angela Hewitt BEM is also the project manager



The Project

A Stronger Future - Sustainable Sociable Scientific

The aim of this project is to create a more sustainable and resilient organisation. By refreshing our connections with island communities. This will include families, students, people of all ages and primary schools. Connections will be via the children that make educational visits to Naturezones and those people and communities that have already expressed an interest in the project.

Activities Co-ordinator

Short term zero hours contract
approx 7hrs/week (more or less) @£15/hr 58 weeks
Freelance basis

This Heritage Lottery funded post will play a significant role to ensure the success of this project.

Job Description:

This post is based at Naturezones

The main aim of this post is to increase the organization's income by exploring and devising new ways and means to engage with people to support the sustainability and resilience of the organisation in the future.

To increase awareness about our place in the community that will support the aims and objectives of the organisation. We require a dedicated and enthusiastic person with excellent communication skills. The activities will include attending local shows and events to raise awareness therefore an element of flexibility will be essential. Develop new fundraising activities. An ability to get around i.e use of own vehicle.

Essential Tasks

The successful applicant will have ...

Experience in fund raising initiatives and marketing initiatives

Experience in devising activities and events of a natural history nature and promoting such engagement as suitable for all ages. Risk assess activities and manage volunteers.

Have a friendly and approachable disposition while engaging with community groups and the general public.

Evaluation and planning skills . Evaluation will be an important part of this post as it will be used in our reporting to the Heritage Lottery

Further Skills

- Activities that will raise awareness about the importance of protecting and enhancing natural habitats.
- Encouraging connecting with nature via various and creative means. Possibly nature walks, nature watch, photography etc
- The successful person will have good conservation/nature knowledge, particularly about the Isle of Wight and experience in using social media.
- Able to organise and work with volunteers
- Experience in working with people of all ages from children to seniors



- Commitment to, a passion for, and belief in the organisation's aims
 - excellent oral and written communication skills
 - well-developed interpersonal skills and the ability to build successful partnerships
 - flexibility and time management
 - initiative, creativity and good forward thinking
 - the ability to multi-task and prioritise

Responsibilities. The Activities Co-ordinator is responsible to the Project Manager


The successful applicant will have an up to date DBS or agree to a DBS check.

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.

Wildlife and Field Study Centre


Discovery Centre




Naturezones is a red squirrel HOT SPOT
They like to eat black sunflower seeds.




Crab apple copse. apples are a favourite food of fieldfare and redwings




Discovering Dragonflies at Naturezones
Observe them ducking and diving and dancing above the water. Their amazing flight, their brilliant colours, are a sight to behold.







Directions
PO30 3BP
No 3 bus route




A place of peace and tranquility. Look out for coots, slow worms and dragonflies. Listen out for the high flying buzzards



On a hot summer's day sit in a shady spot next to the native species hedge.



Goldfinches are one of our regular visitors. They love teasele seeds and niger seeds. They fly in flocks and often search the carpark for seeds from the alder tree cones





Application Form

Activities 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

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 give a 5 minute presentation about something you are interested in.

You may during the process be invited for a second interview

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.

Signature _____

Date_____

CONTRACT for successful applicants

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.