**New to Nature Placement**

**Youth Engagement Officer**

**CLOSING DATE:** 12.00pm on Friday 17th February 2023

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| British Trust for Ornithology  Registered Charity Number 216652 (England & Wales), SC039193 (Scotland)  The Nunnery, Thetford, IP24 2PU  018427500550  [youth@bto.org](mailto:youth@bto.org)  www.bto.org |  |
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**ABOUT NEW TO NATURE**

Thank you for your interest in this New to Nature placement.

New to Nature is an exciting programme of paid work placements in nature-focused roles. This is one of 70 roles that will be created across the UK to encourage young and diverse talent into the Natural Environment sector.

**We’re particularly interested in receiving applications from young people (aged 18-25) who are from ethnically diverse backgrounds, who are living with a disability or are from low-income households.**

You’ll get paid a good wage from a placement that helps the environment, learn loads of skills to boost your CV and get access to a Youth Employment Coach to help you plan your future career. There’ll also be opportunities to learn about potential careers in the natural environment, and (should you wish to) connect with the other young people working in New to Nature roles across the country.

This is a unique opportunity to try something new, and to take a first step on a career path where you can make a real difference. The natural environment needs you!

We hope you will join us on this exciting journey!

**ABOUT THE BRITISH TRUST FOR ORNITHOLOGY**

BTO studies the bird populations of the UK with data collected by tens of thousands of volunteer birdwatchers. To make sure that young people are well-represented in the organisation and the work we do, we set up the Youth Advisory Panel (YAP) in 2019, which consists of 12 young people aged 16–25. Since YAP started, their work has helped thousands of young people across the UK engage with nature, birds, and citizen science. YAP’s vision for the future is that of:

*‘A diverse, vibrant community of young birders supported by the BTO, with accessible,*

*youth-led opportunities inspiring young people to engage with nature and science.’*

As individuals and as a group, we are:

* **Inclusive:** we respect, welcome and include anyone to the BTO Youth network
* **Youth-led:** all the work we do is created, organised and hosted by young people; they are at the heart of our decision-making
* **Accessible:** we work hard to remove barriers for young people to engage with nature and create equitable opportunities
* **Collaborative:** we work together, both within our team as well as with partner organisations, on our projects, listening to everyone’s opinions and ideas
* **Innovative:** we value the different ways we all engage with the world and think outside the box
* **Celebrating nature:** we welcome people who connect with nature in whatever way feels most comfortable to them and support them in connecting with nature in new ways

Find out more at [www.bto.org/yap](http://www.bto.org/yap)

**Benefits of working with us:**

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| **Tick Black Green** | Flexible working |
| **Tick Black Green** | Holiday Entitlement of 25 days plus bank holidays (pro rata if part time) |
| **Tick Black Green** | 11% employer pension contribution |
| **Tick Black Green** | Retail discounts and Cycle to work scheme |
| **Tick Black Green** | Training and support provided, on the placement and formal training |
| **Tick Black Green** | Disability Confident employer |
| **Tick Black Green** | On-the-job training on for working with young people, including safeguarding, First Aid and Mental Health First Aid |

**RECRUITMENT PROCESS**

**APPLICATION**

You can apply for this placement via the following link: [www.surveymonkey.co.uk/r/NTNPlacementApplication22](http://www.surveymonkey.co.uk/r/NTNPlacementApplication22)

This is hosted by Groundwork UK who will check the suitability of applicants, before passing the application on to the placement organisation, who will shortlist applicants to an informal interview process.

Please ensure you carefully select the correct role from the drop-down list, to ensure your details are passed to the correct placement organisation.

If you have any questions about the application form, contact Groundwork UK at: [newtonature@groundwork.org.uk](mailto:newtonature@groundwork.org.uk)

**INTERVIEWS**

We will contact you to let you know whether you have been shortlisted for interview.

We expect to conduct interviews both in-person and on Zoom **the week beginning the 6th of March 2023.**

If you have any questions about the role or interview process please contact us at: youth@bto.org.

**PLACEMENT DESCRIPTION**

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| **Placement title:** | Youth Engagement Officer |
| **Organisation:** | British Trust for Ornithology |
| **Contract type:** | 12 Months, Fixed term |
| **Number of hours per week:** | 37.5 hours per week. We will consider a part-time role as a reasonable adjustment. |
| **Working pattern:** | Mon-Fri, 9am-5.30pm with regular evening work and work on weekends (with time off in lieu); flexible working available and encouraged |
| **Hourly rate of pay** | £10.90 |
| **Responsible to:** | Faye Vogely, Youth Engagement Manager |
| **Location:** | David Attenborough Building, Cambridge, CB2 3QZ or The Nunnery, Thetford, IP24 2PU |
| **Accessible by public transport:** | Yes, by train (both locations) |
| **Anticipated Start Date:** | Monday 17th April 2023 |
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**ROLE DESCRIPTION**

You will support our BTO Youth programme, including admin, helping support our Youth Representatives, co-leading residential Bird Camps and other events, creating social media content, and developing resources for young people.

You will report to our Youth Engagement Manager, and work directly with our fantastic 36 Young Volunteers across the UK, as well as with colleagues around the organisation to encourage their teams to include young people in their work.

The day-to-day will likely involve some home-working, with regular days in the office to spend time with the team. There will also be regular travel to help support our Youth Representatives, who organise events in their local communities for other young people. During the summer, we organise residential camps and we would expect you to help us run these, as well as our Young Leaders Course and team-building events for our young volunteers. You would also help us with the administration of our Equipment Donation Scheme, which provides free binoculars and books to young people.

Typical tasks will include:

* Providing admin support, for example entering information into a database
* Attending team meetings
* Providing support for our Youth Representatives, such as helping them come up with ideas or organise events
* Creating social media content about our youth programme
* Creating web pages for our events
* Providing admin support for events, such as emailing attendees or keeping track of registers
* Supporting our Youth Advisory Panel in their work
* Organising meetings and taking meeting notes
* Helping put together packages of equipment to send to schools and young people
* Co-hosting residential events, such as camps and courses
* Attending training sessions on topics like safeguarding

**PERSON SPECIFICATION**

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| **Tick Black Green** | Good English language skills, to communicate effectively |
| **Tick Black Green** | You like working as part of a team |
| **Tick Black Green** | You are open-minded and inclusive, and respectful of people from all walks of life |
| **Tick Black Green** | You want to help other young people engage with nature |
| **Tick Black Green** | You are interested in nature and the outdoors |
| **Tick Black Green** | You are willing to travel and spend nights away from home for work |
| **Tick Black Green** | You are willing to learn about safeguarding and health and safety to keep young people safe |
| **Tick Black Green** | You like to learn new skills and are willing to spend time developing them |

**SUPPORT AND TRAINING OPPORTUNITIES**

This placement is part of a national programme - New to Nature - funded by the National Lottery Heritage Fund. This will include additional elements of training and personal development support provided by Groundwork UK and partners, as well as on the job training and support from BTO.

Each young person will complete an in-depth induction programme with input from The Prince Trust, along with tailored advice and guidance from a Groundwork Youth Employment Coach at key points during the placement. This may include identifying skills and training opportunities or help with your CV and job search skills.

BTO will also be providing support for participants, including: training on safeguarding, GDPR, health and safety, Mental Health First Aid, and physical First Aid, as well as access to conferences, events, and other training opportunities as they arise.

All young people on the New to Nature programme, will be invited to participate in a learning Network. This will create opportunities to take part in different talks, workshops and discussions focused on the environment sector, hosted by Groundwork and our partners.