

Role Descriptor

Woodland Engagement Officer

(Part-time, 2.5 days per week)

Responsible To: **Head of Engagement**

Based at: **Milntown Estate Office, Ramsey** and **Hairpin Woodland Park, Lezayre**, and **MWT Headquarters, Peel**.

1. Role Purpose

Manx Wildlife Trust (MWT) works to protect and enhance the Isle of Man's environment, create more spaces for wildlife, and inspire people to act for nature. Woodland conservation, restoration and engagement form an important part of this work, contributing to nature's recovery, climate resilience and people's connection with nature.

The Woodland Engagement Officer plays a key role in this mission by connecting people and communities with MWT's woodland work, with a primary focus on Hairpin Woodland Park (HWP). Developed in partnership with the Rotary Club of Douglas and others, HWP is a flagship community woodland and engagement site, intended to be shaped by the needs, interests and aspirations of the people who use it.

Community engagement sits at the heart of the role. The postholder will listen to and work alongside local communities to build awareness of HWP, support its development as a shared community asset, and grow active, inclusive use of the site. They will help ensure that individuals and communities experience HWP as welcoming, inspiring, safe, well-communicated and meaningful, and will proactively develop activities and programmes that benefit both nature and surrounding communities.

This role sits within a wider and exciting programme of woodland creation and restoration. In recent years, MWT has acquired and is developing a growing network of woodland sites across the Isle of Man, including ambitious projects to re-establish temperate rainforest at landscape scale. These sites are being restored for the benefit of wildlife, people and wider society, supporting long-term environmental, social and economic resilience. The Woodland Engagement Officer plays a vital role in helping communities understand, experience and support this work, using HWP as a welcoming

and accessible gateway to MWT's broader woodland and rainforest vision. Through events, environmental learning, interpretation and community involvement at HWP and across MWT's woodland reserves, the role nurtures meaningful public connection with nature and supports nature-based learning.

The postholder will be part of MWT's Engagement Team and will work closely with colleagues across the organisation, particularly the Woodland Team. The role involves working with a wide range of people, including volunteers, community groups, neighbours, schools, stakeholders and the general public, and requires diplomacy, strong communication skills and a passion for enabling people to connect with nature in ways that support MWT's mission.

2. Role Responsibilities

2.1 Community Woodland Development & Relationships (Hairpin Woodland Park)

- Build a strong understanding of how different communities use, experience and wish to use HWP, and support its development as a valued community asset.
- Proactively engage with local communities, stakeholders, neighbours and community leaders to build awareness of HWP and its potential as a community woodland.
- Develop and maintain positive, trust-based relationships that build support for community-led use and development of the site.
- Work with schools, community organisations and local institutions to enable HWP to meet their needs and provide meaningful opportunities for learning, wellbeing and involvement.
- Facilitate and support appropriate community-led activities, clubs and informal groups at HWP.
- Maintain clear internal records of community and stakeholder engagement.
- Develop clear, accessible communications that keep communities informed about developments, activities and opportunities at HWP.

2.2 Visitor Experience, Activities & Nature-Based Wellbeing

- Proactively grow public use of HWP and support a positive, meaningful visitor experience for learning, leisure and wellbeing.
- Design and deliver inclusive activities, events and programmes that encourage people to spend time in nature and connect with the site.
- Support the development of HWP as a nature-based wellbeing venue, including coordination and delivery of wellbeing activities and Social Prescribing sessions.
- Support and develop citizen science and participatory activities that encourage deeper engagement with nature.

- Maintain awareness of the HWP Strategic Management Plan and support its delivery through engagement-focused actions.

2.3 Environmental Interpretation & Learning

- Develop environmental interpretation at HWP that reflects how people use the site and supports progressive pathways to learning about nature, ecosystems and woodland restoration.
- Collaborate with Woodland Rangers, the Head of Engagement, Education Officer and external suppliers to develop and deliver signage, interpretation and learning materials across media.
- Design and deliver environmental learning sessions and resources for individuals, communities, schools and organisations at HWP.
- Use interpretation, activities and programmes to support greater understanding of the natural world and people's relationship with it.

2.4 Volunteering, Corporate & Operational Interface

- Support and develop volunteering opportunities at HWP, including community volunteering, Wild Workdays and corporate volunteer sessions.
- Work with the Community Ranger and Tree Nursery Manager to support existing volunteer groups at Milntown and associated sites, as required.
- Maintain awareness of site operations at HWP and communicate relevant information clearly to the public.
- Undertake regular checks of visitor infrastructure at HWP and carry out basic maintenance tasks within training and safety guidelines.
- At times, support awareness of operations and engagement activity on other MWT woodland sites.

2.5. Wider Woodland Engagement & Organisational Support

- Contribute to engagement activities across MWT's wider woodland sites and themes.
- Support fundraising, corporate engagement and volunteer involvement linked to woodland projects.
- Assist with stakeholder engagement and public support for MWT's woodland work more broadly.

2.6. Wider Responsibilities

- Participate in relevant MWT meetings and communicate effectively across teams.
- Represent MWT professionally and positively in external meetings and partnerships.

- Comply with all MWT policies, procedures and statutory requirements, including health & safety and safeguarding.
- Participate in MWT's appraisal and development scheme and undertake relevant professional development.
- Support wider MWT engagement activities, including membership and fundraising.
- Promote and demonstrate commitment to equality, diversity and inclusive practice.
- Maintain and share an Outlook diary as the primary organisational tool.
- Undertake other reasonable duties as directed by the Head of Engagement or CEO.

3. Working Hours, Salary, Place of Work

This post is part-time 2.5 days per week (7.5 hours per day) and the division of hours across the week can be agreed with the Head of Engagement. There is a requirement to work evenings and weekends to attend public shows and/or meetings and conferences. Public engagement activities and events will **frequently need to take place evenings and weekends**.

Work will be primarily at HWP. Flexible home working is acceptable but must be agreed with Head of Engagement in advance, with an expectation that at a significant amount of time is spent at the HWP and other woodland sites. Office work can be carried out at home, in the MWT Peel office, or at Milntown Estate (adjacent to HWP).

A full-clean driving license is essential for this role. There is a need for frequent travel around the whole Island and, on rare occasions to leave the Island to attend meetings and conferences, and occasionally overnight stays will be required. Mileage and accomodation costs are covered.

This post sits within our Wildlife Officer grades. The full-time equivalent starting salary for the role is between Band C to Band D (£27,191 pa - £27,978 pa) depending on experience. This is a part-time, 2.5 days per week, and pay will be pro-rata accordingly, at 50% of full-time salary.

Overtime is not paid, and any additional hours will be taken as time off in lieu (TOIL), agreed in advance with the Head of Engagement in advance. In addition to the salary, MWT offer a 5% of salary additional pension contribution (following completion of the 3-month probationary period), through a pension scheme with Zurich International, which the post holder can select to pay more into if they so wish. You will receive 25 days

annual leave (12.5 days annual leave pro rata), plus 10 Manx Bank Holiday days, and an additional 3 days at Christmas (when we close the office) totalling 38 days.

4. Person Specification

4.1 Technical Competencies

Core Knowledge and Values	Essential	Desirable
Deep interest in woodland ecology, biology, conservation or education	✓	
Ability to deliver environmental learning and engagement	✓	
Passion for inspiring nature connection	✓	
Ability to research and learn about natural environments and their ecology, fauna and flora and MWT projects and initiatives to a high degree of accuracy and detail	✓	
Ability to communicate effectively with wide audiences	✓	
Volunteer coordination experience		✓
Ability to deliver public events	✓	
Ability to support interpretation/signage/digital engagement	✓	
Strong aptitude for or track record in diplomacy, and ability to work with community groups and stakeholders	✓	
Ability to undertake light practical outdoor tasks	✓	
Ability to collect and collate engagement output data	✓	
Social media / digital communication experience		✓
Experience in nature-based wellbeing or Green Social Prescribing work		✓
Experience in biological or environmental recording		✓
First Aid, Safeguarding, H&S (or willingness to train)	✓	

Full driving licence	✓	
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4.2 Behavioural Competencies

Competency	An ability to:
Enthusiasm	Demonstrate genuine enthusiasm for wildlife and inspiring people.
Planning & Organising	Plan and deliver engagement activities and manage priorities.
Communication	Communicate professionally, warmly and diplomatically.
Approach	Work flexibly, calmly and maturely in dynamic situations.
Embracing Change	Adopt innovative approaches to visitor engagement.
Motivation	Work self-directed with strong initiative.
Delivering Services	Deliver consistently high-quality public engagement.
Teamwork	Collaborate strongly with colleagues and volunteers.
Working in Partnerships	Use diplomacy, empathy and confidentiality.
Projecting Confidence	Represent MWT confidently in all settings.

4.3 Qualifications or Experience

	Essential	Desirable
Experience in engagement, education, community work or visitor experience	✓	
Formal qualification in woodland ecology, conservation or education		✓
Experience in nature-based wellbeing or facilitation		✓
Experience delivering public events or informal education		✓

Experience in biological/environmental recording		✓
Relevant vocational/academic qualifications		✓
Full clean Isle of Man driving license	✓	
Isle of Man Worker status		✓