**Ecotherapy Officer (Administration Lead)**

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| **Approved by:** | *Anna Perrett* |
| **Date approved:** | *15 August 2024* |
| **Reviewed:** | *15 August 2024* |

**Job Title:**

Ecotherapy Officer (Administration).

**Hours/Pattern of Work:**

27 hours per week. Primarily Monday to Thursday between hours of 09:00 – 17:00 with occasional Friday, weekend or evening work by prior agreement. Please note: funding for this role is split between two funders and has two fixed-terms within the contract. 6 hours per week are covered by a grant that runs to 30 April 2025, 21 hours per week are covered by a grant that runs to 30 April 2026. It is our intention to seek continuation funds to cover the 6 hours per week of this role to 30 April 2026.

**Pay:**

Actual pay (27 hours): £19,554.40. FTE salary (35 hours) £25,348.30.

**Location/Primary Place of Work:**

Primary place of work is the environment centre and Local Nature Reserve (LNR) with the opportunity for hybrid arrangements in line with St Nicks policy. Some groups and activities take place remotely from the LNR.

**Main Purpose of the Job**:

To administer and support development of the adult Ecotherapy programme and help with the delivery of Ecotherapy groups.

**Reports to**:

Nature-Based Wellbeing Manager.

**Direct Reports:**

None.

**Duties and Responsibilities**:

Including but not limited to:

* Lead and support a variety of Ecotherapy groups in accordance with the most up to date Ecotherapy timetable, support beneficiaries where required and raising concerns or risks to Nature-Based Wellbeing Manager. Be prepared to provide cover for other team members’ groups.
* Be a point of contact for Ecotherapy beneficiaries, enquiries and respond to requests for project information.
* Implement, maintain and develop efficient and effective administrative systems, including diary management, databases, filing and record keeping, including using the Charity Log system.
* Project monitoring and evaluation records accurately maintained as required by the funder.
* Assist the Senior Ecotherapy Mentor to track and record referrals, client database and allocation of course places.
* Carry out administrative duties including phone, email, filing, gathering quotes and purchasing materials. Adhere to GDPR requirements in the handling of data.
* Alongside the Engagement Officer, ensure the Ecotherapy programme is represented and updates are made on St Nicks website, social media and events listings. Produce, upload and distribute literature and publicity material.
* Assist in the production of reports, documents, case studies, newsletters and promotional material for the Nature-Based Wellbeing Manager as required.
* Work with the shifting priorities, demands and timelines of projects, reacting to project adjustments promptly and efficiently.
* Alongside the wider Nature-Based Wellbeing team, contribute ideas and initiative across whole-team activity including young people’s activity and community drop-in sessions.
* Commit to continuous professional development through training, courses and sector-wide learning events.

General

* Promote and encourage membership to St Nicks.
* Work towards continuous improvement, sharing ideas, learning and making suggestions.
* Participate in the day-to-day work of the organisation – attending team meetings as required, dealing with enquiries from the public, communicate effectively with colleagues ensuring all necessary information is passed on.
* Work flexibly in response to the needs of the organisation (some evening and weekend work may be required).
* Represent the work of St Nicks at events to members of the public and supporters, where necessary delivering presentations.
* Maintain professional boundaries and the strict confidentiality of all information acquired especially with regard to donors and beneficiaries.
* Take responsibility for being up to date with current policies and procedures and to adhere to these.
* Keep up to date on wider St Nicks activity and organisational news through briefings, team meetings, discussions with line manager and CEO, and across the website.
* Remain positive and professional in bearing, timekeeping, verbal and non-verbal communication.
* Maintain a safe working environment and good housekeeping practices at all times.
* All other reasonable duties as required in the delivery of this post.

**Qualifications/Person Specifications (Skills and Knowledge/Values and Personal Attributes):**

**Essential Criteria:**

* Experience of working with people who are experiencing and or have experienced mental health difficulties, including personal experiences.
* Ability to lead and support groups with varying abilities.
* Excellent verbal and written communication skills.
* Excellent computer literacy skills including the proficient use of Microsoft Office Word, Excel, PowerPoint, Outlook, Databases, email etc.
* Competent user of social media including Facebook, Instagram, Twitter etc.
* Experience of working in an administration role.
* Excellent organisational and time management skills.
* Web content experience.
* Honest and dependable with high level of self-motivation.
* Friendly, personable with an approachable manner.
* Pro-active, flexible, and able to work on own initiative.
* A commitment to equal opportunities.
* Ability to pay attention to detail.
* Enthusiasm, passion and commitment to St Nicks’ vision.

**Desirable Criteria:**

* Administrative or related qualification / experience.
* An arts, crafts, horticulture or ecology qualification or hobby to enable informed input into groups. An interest in receiving further training if appropriate.
* Knowledge of the barriers people recovering from mental ill health may face.
* Local knowledge of primary, secondary and voluntary sector mental health services.
* Local knowledge of community-based resources and activities, including public green spaces.
* Knowledge of and enthusiasm for Ecotherapy, conservation, waste-minimisation and other green issues.
* Mentoring experience or similar.
* Access to reliable transport.

**Working Conditions:**

A mixture of indoor and outdoor working. Some Ecotherapy activities are physical in nature, with ample capacity for reasonable adjustment.

**Acknowledgement & Agreement**

The above is not an exhaustive list of duties, and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation.

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