**Nature Based Wellbeing Manager (Maternity Cover)**

We are looking for an enthusiastic, collaborative and experienced service manager to join our thriving Nature Based Wellbeing (NBW) team on a maternity cover basis. The ideal candidate will have excellent leadership skills, with good experience of working in a mental health or wellbeing environment. This is an excellent, varied role which oversees a service that provides valuable and life changing support to people in York. As a maternity cover position, we are open to conversations around potential secondment and job share opportunities.

Details on how to apply can be found at the end of this document. We welcome informal conversations with potential candidates. For more information, or to have an informal conversation about the role, please contact Anna on: [anna@stnicks.org.uk](mailto:anna@stnicks.org.uk)

**About St Nicks**

We are St Nicks, a charity based at St Nicks Environment Centre hidden behind residential properties in the Tang Hall area of York. We have a thriving 24 acre nature reserve that is free to explore 24 hours a day 365 days a year. Our volunteer team help us maintain and manage our reserve for the benefit of people and wildlife and we have recently expanded into managing green corridors around York. Our[Nature Based Wellbeing](https://www.stnicks.org.uk/wellbeing-and-education/) team run both education and mental health peer support services. Whilst our [Waste & Sustainability](https://www.stnicks.org.uk/waste-and-sustainability/)team collect recycling, carry out waste audits and run events across the city. Together our teams work to make York a more sustainable city.

**About the Service**

At St Nicks we all see and feel the benefits of being outdoors and connected to nature. These benefits can be physical, mental or a combination of both! The NBW service provides a variety of activities to support people to connect with nature, including Ecotherapy and young people’s programmes. The service is delivered by a skilled and experienced team of 6 part time staff members and supports around 600 people per year across all activities.

**Job Description**

**Job Title:**

Nature Based Wellbeing Manager (Maternity Cover)

**Hours/Pattern of Work:**

28 hours per week. Although hours are typically worked between hours of 09:00 – 17:00, we offer a level of flexibility through our hybrid and flexible working policy. Occasional evening and weekend work may be required with prior agreement.

**Salary:**

£33011 FTE

£26409 Actual

**Location/Primary Place of Work:**

Primary place of work is the St Nicks Environment Centre and Local Nature Reserve (LNR) with the opportunity for hybrid arrangements in line with St Nicks policy. A minimum of 2 days per week will be onsite.

**Main Purpose of the Job**:

This role is responsible for the effective management and development of the nature based wellbeing programmes (NBW), ensuring high quality provision, sustainable services and well supported teams. The programmes include: Ecotherapy programmes supporting individuals experiencing mental challenges across York using nature-based solutions to help them thrive;

* Young people’s programmes supporting young people to connect to nature and take action on climate change;
* Ecocrafters group supporting people to make connections through crafting;
* Other activity supporting community cohesion, inclusion and access to nature.

**Reports to**:

CEO

**Direct Reports:**

Ecotherapy Officers x 6

**Duties and Responsibilities**:

**Programme Management:**

* To manage and oversee the day-to-day running of St Nicks’ the nature-based wellbeing programmes, ensuring all groups are staffed. This includes co-ordination of suitably qualified contractors where appropriate.
* Maintain project and financial records in accordance with funders & CEO’s requirements. This includes working with Finance to refresh budget/forecast data quarterly and ensuring funding provision and contract terms remain aligned throughout the lifecycle of a funded project.
* Ensure the correct and GDPR compliant maintenance of efficient and effective administrative systems, including diary management, databases, filing and record keeping. This involves administration of newly introduced CRM tool (CharityLog).
* Undertake project monitoring, evaluation and case studies and ensure all grant reporting is completed and submitted on time
* Programme reports submitted accurately and on time as required by the CEO for bi-monthly Board meetings and annual update for inclusion in the charity’s annual report.
* Provide line management, supervision and support the Ecotherapy officers.
* Work with Ecotherapy officers to organise programme activities.
* Alongside the Community Engagement Officer, ensure nature-based wellbeing programmes are represented and updates are made on St Nicks website, social media etc.
* Ensure you and all programme staff, freelancers, beneficiaries and volunteers work within appropriate health and safety, legal and St Nicks policies and risk assessments. Maintain procedures to support effective and safe boundaries.
* Working with Ecotherapy officers, carry out and regularly update programme risk assessments.
* Identify new income opportunities and additional funding for the development of the programme, submitting grants where relevant

**Partnership development:**

* Develop new and existing partnerships within the City, and beyond, in relation to nature-based wellbeing for adults and young people as required to keep the programme up-to-date with new initiatives and best practice.
* Develop referral pathways from primary and secondary mental health services, voluntary organisations onto the Ecotherapy programme and work with mental health support organisations, educational establishments, youth groups and local partners to promote the broader nature-based wellbeing programme.
* Work with educational institutions e.g. the University of York and York St John University to undertake projects, case studies and research into nature-based wellbeing.
* Represent St Nicks nature-based wellbeing programme at external groups including VCSE Assembly, Good Place Network, Practitioners Forum and Connecting Our City Network.

**General duties:**

* Promote and encourage membership to St Nicks.
* Participate in the day-to-day work of the organisation – such as reporting, attending team, Board and AGM meetings as required, answering the phone, dealing with enquiries from the public, communicate effectively with colleagues ensuring all necessary information is passed on.
* Responsible for safeguarding within Ecotherapy and acting as Deputy Safeguarding Officer for St Nicks.
* Work flexibly in response to the needs of the organisation (some evening and weekend work may be required).
* Maintain the strict confidentiality of all information acquired especially with regard to organisational and programme development, donors and beneficiaries.
* To take responsibility for being up to date with current policies and procedures and to adhere to these.
* Keeping updated and being involved with the orchestration of organisational changes and developments through discussions with the CEO and colleagues at staff meetings.
* All other reasonable duties as required in the delivery of this post.

**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.

**Person Specification**

**Essential Criteria:**

* Knowledge of primary, secondary and voluntary sector mental health services, including potential understanding of challenges associated with housing, social care and benefits.
* Knowledge of the barriers people recovering from mental ill-health may face both in and out of the workplace.
* Knowledge of and experience in programme development.
* Knowledge of safeguarding procedures and key safeguarding contacts in York.
* Experience of working with people who are experiencing mental health difficulties, including personal experiences.
* Experience of Managing services in, or alongside the voluntary sector
* Experience of supporting staff with safeguarding concerns
* Experience of implementing and supporting teams to maintain effective boundaries
* Experience of working in or alongside the voluntary sector and/or grant funded programmes
* Effective line management experience
* Excellent organisational and time management skills.
* Excellent verbal and written communication skills.
* Excellent computer literacy skills including the proficient use of MS Office, Databases, email etc.
* Competent user of social media including Facebook, Instagram and X.
* Excellent interpersonal skills.
* Honest and dependable with high level of self-motivation.
* A commitment to equal opportunities, inclusion and diversity.
* Ability to work on own and as part of a small team.
* Enthusiasm, passion and commitment to St Nicks’ vision.

**Desirable Criteria:**

* Experience of writing, applying for and securing grants.
* Local knowledge of youth groups and primary and secondary educational establishments.
* Local knowledge of York community-based resources and activities, including public green spaces.
* Knowledge of and enthusiasm for nature connectedness, youth engagement, Ecotherapy, and other green related issues.
* Access to reliable transport.

Definition of Experience:

Experience = more than one year’s direct experience.

Significant experience = at least three year’s direct experience.

**How to apply**

Please send a CV and covering letter to [eliza@stnicks.org.uk](mailto:eliza@stnicks.org.uk) ensuring that you tell us how you meet the criteria in the person specification.

Closing Date for application is: 9am Monday 11th November2024

Interview Date: Friday 15th November 2024