



## Campaigns Trainee (x1)

### Role Description

Hours of work: 2 days per week, specific days to be discussed during interview, 9am – 5pm. A commitment of 6 months is required. Based at Warwick House, High Street, Llandrindod Wells, LD1 6AG.

#### Timescale

Interview date: within 2 weeks from the application

When you will be asked to start within 4 weeks from the interview

#### Terms and conditions

<b>Role Title:</b>	Campaigns Trainee
<b>Responsible to:</b>	Stand for Nature Wales Community Officer & Digital Marketing and Fundraising Officer
<b>Responsible for:</b>	Assisting other trainees and volunteers.
<b>Role Purpose:</b>	Help deliver campaigns and the Stand for Nature Wales Project in Radnorshire. You will support the Digital Marketing and Fundraising Officer with developing new campaigns, organise events, train, and support groups to improve spaces for both people and nature. You will also take part in practical outdoor work, develop new skills and knowledge in wildlife surveys and monitoring.
<b>Office base:</b>	Warwick House, Llandrindod Wells, Powys – RWT main Office  We can only cover maximum of £100/ month of the mileage claims from your office base to other sites to work. Milage claims will be paid at the volunteer rate, which is 30p per mile.
<b>Opportunity:</b>	15 hours per week for 6 months Some evening and weekend work will be required, and a 'time-off-in-lieu' system will be used to cover this.
<b>Salary:</b>	Volunteer position
<b>Benefits:</b>	£200 to cover accredited training
<b>Traineeship period:</b>	Six months
<b>Eligibility:</b>	You must be 16 – 24 years old to qualify for this program.

<p><b>What sorts of tasks and activities will I be doing?</b></p> <p>For most of the time you will support the Digital Marketing and Fundraising Officer to develop new campaigns in line with the Trust's strategy, build relationships with local groups, organise events and increase the Trust's visibility within Radnorshire.</p> <p>For the rest of the time, you will help the Stand for Nature Wales team deliver this Wales-wide project aimed to empower young people aged 9-24 to take action to tackle climate change and help get nature into recovery. Your work will be varied from campaign research and development, campaign content creation, coordinating and managing both local and national campaigns that the Trust is taking part in, including meetings, updates and blogs, and collating data and feedback.</p> <p>To give a wide range of experience, the role will also involve taking part in practical conservation activities, working with our youth action group and supporting community engagement around natural solutions to climate issues.</p>
<p><b>How will my role fit in with the RWT's work?</b></p> <p>One of our strategic goals for 2030 is that one in four people take action for nature. Through your role you will help connect and inspire Radnorshire's communities. By taking part in this traineeship, you will be helping not only deliver a very exciting project but be part of our work to secure a better future for the local communities and wildlife through focusing on the most important issues in Radnorshire.</p> <p>Also, during and after this traineeship you will represent RWT as an Ambassador of the Stand for Nature Wales Project.</p>
<p><b>Who will I be volunteering with?</b></p> <p>You will be part of a dynamic and motivated team, with opportunities to work with our current staff of 20. RWT has recently trebled in size and has several exciting projects running. We have a history of training and developing staff through our seasonal posts.</p> <p>You will report to a dedicated mentor (Silvia Cojocar – Stand for Nature Wales Community Officer), who will support you, monitor your progress and help with personal development throughout your placement.</p>
<p><b>Where will I be based?</b></p> <p>You will be based at RWT's main office – Warwick House, High Street, Llandrindod Wells, LD1 6AG, but will also travel to various other locations within Radnorshire. Travel from the office to various parts of the vice-county will be arranged in advance.</p>
<p><b>How much time will be expected to give?</b></p> <p>You will have to be available for 2 days a week for 6 months. The days for your traineeship will be discussed during the interview.</p> <p>On a normal day you will start at 9:00 and finish at 5:00, although this might vary sometimes. Some evening and weekend work will be required, and a 'time-off-in-lieu' system will be used to cover this.</p>
<p><b>What's in for me?</b></p> <p>If you're enthusiastic, energetic, and determined to get into a paid role in campaigns and advocacy this could be a perfect first step for you.</p> <p>You will benefit from a substantial amount of training and plenty of active experience, learning from our experienced, professional employees and volunteers about how and why we do things.</p> <p>Our training programme is specifically geared to giving you a wide range of employer-valued skills, depending on availability and what is best suited to your career plans.</p> <ul style="list-style-type: none"> <li>• Personal training budget (£200) to attend external courses approved by your mentor (e.g. First Aid)</li> <li>• Learn and gain experience in working with communities.</li> <li>• Learn and gain experience in developing and delivering campaigns, supporting, and empowering community change.</li> <li>• Improve species identification skills and learn how to undertake a variety of wildlife and habitat surveys.</li> <li>• Improve skills and knowledge in practical work, and tool use.</li> <li>• Learn about and gain experience in community organising and working with volunteers.</li> <li>• Develop good IT skills.</li> <li>• Learn about the wildlife and ecology of Radnorshire and Wales.</li> </ul> <p>Your development and the type of experience you gain will be led by you.</p> <p>On top of that, you'll benefit from being in a dynamic and motivated team, meeting other trainees, employees, and volunteers. You'll get to see how a conservation organisation works, giving you the chance to build a network of contacts and develop communication and team-working skills that are important to your future career.</p>

<b>Will I be able to claim expenses?</b>		
We can only cover maximum of £100/ month of the mileage claims from your office base to other sites to work. Milage claims will be paid at the volunteer rate, which is 30p per mile.		
<b>What skills, experience and attributes do I need?</b>		
What's most important is that you should have a desire to get involved and learn all you can. You'll need to have a keen interest in UK wildlife conservation, a good level of physical fitness, and be willing to supervise volunteers. Relevant volunteering or work experience is desirable. The table below gives some more details about the experience and skills we are looking for.		
	Essential	Desirable
To be aged between 16-24	✓	
Enthusiasm for outdoor work, nature, and campaigns	✓	
Have good communication skills, both written and oral.	✓	
Be confident talking to people from different backgrounds	✓	
Have the ability to work on their own initiative as well as co-operate as part of a team.	✓	
Be approachable, friendly and behave appropriately when dealing with members of the public and stakeholders.	✓	
Mature/ flexible approach to work	✓	
A willingness to learn, develop and undertake training	✓	
Willingness to work outdoors on a range of sites and locations, in all-weather*	✓	
Ability to plan and organise time, to be punctual and reliable.	✓	
Able to carry out practical tasks on day-to-day basis*		✓
Previous experience in volunteering, campaigns or working with young people and communities		✓
Familiarity with safe working practices.		✓
Ability to speak Welsh		✓
Be computer literate – proficient in Word/Excel/Publisher/Outlook & social media		✓
Knowledge of campaigns in Radnorshire		✓
Have knowledge of the Wildlife Trust movement		✓
<p><b>*Please note:</b> Please, do get in touch if you have a disability or physical limitations as we are happy to discuss how we can accommodate you and adapt the role to suit your needs where possible.</p> <p><b>Other information</b></p> <p>Unfortunately for this traineeship we are unable to provide accommodation.  A DBS check at enhanced level will be carried out.  All trainees will be asked for at least one reference, but two would be preferable.  Personal Protective Equipment will be supplied dependant on training and tasks undertaken.</p>		

## **Background**

Radnorshire Wildlife Trust (RWT) is one of 6 partner trusts on the Stand for Nature Wales Project (SFNW). The project is funded by the National Lottery Community, through the Climate Action Fund. The six Wildlife Trusts in Wales have come together to tackle climate change with the help of the young people of Wales. Also, this role will involve working with a UK wide project focused on community engagement and organising.

### **Radnorshire Wildlife Trust**

Radnorshire Wildlife Trust (RWT) is a charity that exists to protect and enhance Radnorshire's wildlife and natural environment. It currently has 14 staff, 17 nature reserves and 1 farm, nearly 200 volunteers and a turnover of approximately £1.5 million. It has 2 offices including its headquarters at Warwick House.

RWT is one of 45 Trusts which together make up The Wildlife Trusts, a national partnership of independent local Trusts active in all aspects of wildlife conservation. RWT is currently the smallest UK mainland Trust, but we have a long history of performing well above our weight.

RWT strives to build and maintain a high profile in Powys and beyond. It has a membership of over 1000 and nearly 7,000 social media supporters. RWT works extensively with volunteers, some of whom are organised through third-party groups within the county.

RWT strives to be an equal opportunities employer.