West Dorset Wilding: Person Specification

Landscape Recovery Project Coordinator

Essential Knowledge, Skills, Experience and Behaviours

- Experience of project coordination, involving multiple project components and liaising with different team members
- Experience of project management, ideally related to environmental/land management activities
- Experience of interpreting and managing budgets
- Strong IT skills, including google workspace, MS Office products – particularly MS Excel – and online productivity tools
- Demonstrable experience of working with, and proactively engaging stakeholders
- Excellent analytical skills; financial and with respect to other data types
- Takes responsibility for actions and shows initiative for self and others
- Very high attention to detail, particularly around finances and budgeting
- Decisive, and willing to consult quickly and move forward
- Ability to be flexible in working with a diverse group of colleagues who have varying work patterns
- Excellent team-working and team building skills
- Experience and understanding of CRM (Customer Relationship Management) systems

Desirable Knowledge, Skills, Experience and Behaviours

- Educated to degree-level or above, ideally in a subject relevant to the role, but we do not want to see this as a barrier and other relevant experience will be considered
- Experience of project development and/or business planning
- Knowledge of agri-environment schemes and current issues in farming in the UK
- Experience of working in the farming or nature conservation sector and/or a passion for nature
- Understanding of environmental statutory designations e.g. SSSIs
- Knowledge of ecology and natural process-led restoration (wilding-type approaches)
- An understanding of Theory of Change methodology
- Experience of web content development, writing copy for newsletters and similar
- Experience of being an administrator for Google Workspace
- Experience of working in small organisations, preferably non-profits
- Experience of staff management or supervision
- Knowledge and understanding of GDPR and data management
- Knowledge or experience of natural capital financing, private investment in nature, ESG accounting, TNFD and/or aggregation models for green finance