



Terms of Reference

Contract: Pledge Coordination

Project: Pledge for Nature!

Reporting to: Project Steering Committee

Contracted by: North Devon Biosphere Foundation

Main purpose:

We are seeking a highly motivated and energetic contractor to coordinate the Pledge for Nature! project across North Devon’s UNESCO Biosphere Reserve. This project, supported by the National Lottery Heritage Fund, aims to galvanise grassroots action to save North Devon’s world class environment for future generations. You will work with Biosphere partners to develop and oversee calls to action that engage the community in on-line pledges to assist nature’s recovery. You will report to and work closely with a project Steering Committee, with day to day contract management from the Biosphere Reserve Coordinator.

Main responsibilities and duties:

Responsibility	%
1. Coordinate the Pledge for Nature! project to galvanise community action for nature’s recovery across the North Devon UNESCO Biosphere, through a Steering Group established under the Biosphere Nature Improvement Group. This will include preparing and facilitating quarterly meetings of the Steering Group.	15
2. Develop and maintain partnerships with key members of the Biosphere Nature Improvement Group and work with them in designing and supporting calls to action.	10
3. Finalise and disseminate calls to action each quarter, and galvanise pledges from the community, particularly farmers, to assist in nature’s recovery. The use of social media, traditional media and direct networking will all be important.	35
4. Organise launch events and annual awards event	5
5. Recruit, coordinate and support volunteers in group pledging events in the field	10
6. Sign-posting technical advice to pledgers	5
7. Administration and finance: Maintenance of the project web site, budget and financial records; preparation of reports to sponsors and partners	10
8. Assist with fundraising and sponsorship to magnify implementation of the project and to ensure its continuation after the 3-year start-up phase.	5
9. Gather lessons learnt from the project to be incorporated in adaptive management, shared and used for replication and up-scaling	5
10. Carry out other duties as reasonably requested by contract manager	

Key Deliverables

- 4 effective Steering Group meetings per year
- 3X launch events and annual Awards events

- Up to date and effective website, and at least 60 posts on social media each year plus at least 6 radio/TV or press items per year
- Quarterly Calls to Action (3-5 projects each)
- Achievement of the project targets for Pledges and for nature's recovery
- Effective volunteer management as measured by feedback surveys
- Effective budget management
- Annual reports to the Biosphere Partnership and sponsors

Person specification

Knowledge, Experience and Skills	Essential	Desirable
Degree or equivalent in a relevant environmental discipline (preferable) or marketing/communications	✓	
Strong commitment and previous experience of delivering environmental projects or campaigns	✓	
Experience in nature conservation and countryside management		✓
Proven experience of engaging communities to deliver a change in habit	✓	
Volunteer management experience, including risk assessments		✓
Good ICT skills, particularly in Microsoft Office and website maintenance	✓	
Excellent skills in social media	✓	
Excellent interpersonal and communication skills	✓	
Ability to write concise, accurate reports	✓	
A positive and flexible approach to work and problem-solving	✓	
Good organisational skills with the ability to prioritise and see tasks through to completion	✓	
Ability to work under own initiative, prioritise own workload and maintain confidentiality	✓	
Good financial skills	✓	
A full driving licence and the ability to travel	✓	
Good geographical knowledge of the North Devon Biosphere		✓
Professional Liability insurance	✓	

Key terms of contract

1. Contractual arrangements: This position will be contracted by the North Devon Biosphere Foundation on a 4 working days per week basis for a period of up to 3 years. Working days and hours

may include some flexibility by prior arrangement, taking into account the need to sometimes work out of normal hours or at weekends.

2. Office location and travel: will be home-based with office space as required at the North Devon Biosphere offices in Barnstaple; will also be required to attend meetings, training or volunteer days anywhere in the Biosphere.

3. Target fee: The total target fee for this contract will be £19,200 (incl. VAT if applicable) in Year 1, with annual increments in Years 2 and 3, subject to satisfactory performance. Business mileage incurred using private vehicles will be reimbursed at the agreed casual mileage rate.

4. Probationary period: The appointment of any contractor will be subject to a probationary period of up to three months.

5. Notice: The contract will be subject to one calendar months' notice on either side.

How to tender:

Please provide your CV and a cover letter of no more than 2 pages describing why you are the best person for this contract, as well as the names of 2 referees who may be contacted.

Tenders should be submitted by midnight on 22nd September 2019 to:
gigha.klinkenborg@devon.gov.uk

Interviews will be held on: 7th October 2019 in Barnstaple.