Dewiswch [Cymraeg]

Choose [English]

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Pecyn Gwneud Cais

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Disgrifiad Swydd & Manyleb Gweithiwr

Swyddog Bioamrywiaeth – Gogledd Cymru
Rhan-amser 4 diwrnod yr wythnos (30awr)
Cyflog: £29,937 y flwyddyn *(£36,922 CLlA)*
(Codiad Cyflog yn yr Arfaeth)
Cyfnod sefydlog tan fis Mawrth 2027
(Caiff y rôl hon ei hariannu'n llawn gan raglen Lleoedd Lleol ar gyfer Natur Llywodraeth Cymru)

Trosolwg o'r rôl

Byddwch yn cynorthwyo Rheolydd y Rhaglen i gyflawni nodau ac amcanion rhaglen Lleoedd Lleol ar gyfer Natur Llywodraeth Cymru ar draws y sector Cynghorau Cymuned a Thref.

Byddwch yn gweithio'n rhan o dîm, dan arweiniad y Swyddog Bioamrywiaeth Arweiniol a fydd hefyd yn Rheolydd Rhaglen Lleoedd Lleol ar gyfer Natur, gyda chymorth cynorthwyydd gweinyddol. Byddwch yn adrodd yn uniongyrchol i Reolydd Rhaglen Lleoedd Lleol ar gyfer Natur ac fel aelod gwerthfawr o staff Un Llais Cymru, cewch eich cefnogi'n llawn gan y Prif Weithredwr a gweddill y staff.

Fel Swyddog Bioamrywiaeth Gogledd Cymru, byddwch yn cynnig cefnogaeth ymarferol, cyngor arbenigol a hyfforddiant i'r sector ar adferiad natur a glasu'r stad gyhoeddus ac yn eu cynorthwyo i reoli tir amwynder yn effeithiol ar gyfer bioamrywiaeth. Byddwch yn eiriolydd ar ran y sector ac yn cynrychioli eu hanghenion ac yn hwyluso perthnasoedd cadarnhaol rhwng Cynghorau Cymuned a Thref a mudiadau eraill. Byddwch yn cynorthwyo'r Swyddog Bioamrywiaeth Arweiniol i gefnogi a chynghori ar strategaethau cenedlaethol, polisïau a chydymffurfiaeth gyda deddfwriaeth a deddfau yn ymwneud â bioamrywiaeth. Byddwch yn darparu ymgynghoriad ar gynllunio prosiectau, a chefnogaeth ymarferol, er mwyn hwyluso prosiectau Lleoedd Lleol ar gyfer Natur. Byddwch yn darparu gwasanaeth cynghori arbenigol sy'n golygu y gellir cyflawni prosiectau lleol effeithiol sy'n cynnig y budd mwyaf posib i fioamrywiaeth.

Byddwch yn gweithio gartref ond bydd y rhaglen waith yn canolbwyntio'n bennaf ar Siroedd Gogleddol Cymru ac o'r herwydd bydd angen teithio rheolaidd ynghyd â pheth gwaith dros y Sul a gyda'r nos. Er mwyn cael mwy o wybodaeth am raglen Lleoedd Lleol ar gyfer Natur yn Un Llais Cymru, trowch at y wybodaeth ategol a ddarparwyd.

Un Llais Cymru

One Voice Wales

Prif Ddyletswyddau a Chyfrifoldebau

- Cefnogi rheolydd y rhaglen i gyflawni nodau'r rhaglen (trowch at y wybodaeth ategol)
- Dilyn arfer gorau a pholisi yr iaith Gymraeg mewn tasgau beunyddiol ac wrth gynhyrchu pob adnodd.
- Bod yn eiriolydd i'r sector Cynghorau Cymuned a Thref.
- Cefnogi'r prosiectau presennol a ariennir o dan raglen Lleoedd Lleol ar gyfer Natur.
- Ateb ymholiadau a darparu cyngor ac arweiniad arbenigol.
- Bod yn ffynhonnell cefnogaeth leol i'r sector
- Cefnogi'r sector i gwrdd â'u gofynion statudol o dan y ddeddfwriaeth a'r deddfau perthnasol ynghylch bioamrywiaeth, bywyd gwyllt ac amddiffyn natur.
- Cynnal ymweliadau safle ac adnabod cyfleoedd ariannol posib.
- Darparu cyngor ecolegol ac awgrymiadau ar gyfer gwelliannau bioamrywiaeth.
- Paratoi adroddiadau cynhwysfawr ar ymweliadau safle.
- Cyflwyno hyfforddiant i'r sector i wella sgiliau a chodi ymwybyddiaeth o'r agenda.
- Adnabod cyfleoedd posib i ddarparu eitemau cyfalaf i greu, gwella ac adfer bioamrywiaeth.
- Darparu cyngor ymarferol a chynorthwyo Cynghorau a gwirfoddolwyr i ddatblygu prosiectau creu cynefinoedd ac ymgysylltu cymunedol.
- Mynd ati i gefnogi cynghorau targed i ddod o hyd i gyfleoedd ariannol.
- Cyfrannu at greu adnoddau a deunyddiau hyfforddiant.
- Cynrychioli'r rhaglen ac Un Llais Cymru mewn cynadleddau, digwyddiadau a chyfarfodydd yn ôl y galw.
- Cyfrannu at gynhyrchu archwiliad cynhwysfawr o asedau gwyrdd Cynghorau Cymuned a Thref a mapio gwelliannau bioamrywiaeth.
- Cyfrannu at allbynnau cyfryngau cymdeithasol, cylchlythyron rheolaidd, a chynnal gweminarau.
- Datblygu perthnasoedd gwaith cadarnhaol gyda chydweithwyr a gweithwyr proffesiynol eraill.
- Cynnal perthnasoedd gwaith cadarnhaol a chynrychioli'r sector Cynghorau Cymuned a Thref ac Un Llais Cymru mewn ffordd gadarnhaol.
- Cyflawni dyletswyddau eraill o bryd i'w gilydd sy'n gymesur â lefel a graddiad y swydd.

Manyleb gweithiwr

Gwybodaeth, Cymwysterau a Phrofiad		
Hanfodol	**Dymunol**	**Dull Asesu**
• Gradd berthnasol mewn Ecoleg, Bioleg, Daearyddiaeth neu bynciau tebyg • Gwybodaeth am dechnegau arolygon ecolegol • Gwybodaeth a dealltwriaeth o ecosystemau a chynefinoedd • Gwybodaeth ac arbenigedd ynghylch fflora a ffawna yng Nghymru • Sgiliau ID planhigion da • Dealltwriaeth o gamau ymarferol tuag at adferiad natur • Dealltwriaeth dda o'r System Gwybodaeth Ddaearyddol (GIS) • Profiad o ysgrifennu adroddiadau	• Astudiaethau ôl radd mewn gwyddor Amgylcheddol/pwnc yn ymwneud â Chadwraeth • Profiad o Gam 1/NVC neu dechnegau arolygu tebyg • Arbenigedd mewn rhywogaeth benodol • FISC lefel 3 neu'n uwch • Gwybodaeth weithiol a phrofiad o System Gwybodaeth Ddaearyddol (GIS) megis QGIS neu ArcGIS • Profiad o gamau ymarferol tuag at adferiad natur • Profiad o ysgrifennu adroddiadau ecolegol a dadansoddi data arolygon	Ffurflen Gais/ Cyfweliad
• Sgiliau cyfathrebu da yn y Gymraeg (Lefel 1-3) • Dealltwriaeth a gwerthfawrogiad o bolisi ar yr iaith Gymraeg mewn cyrff cyhoeddus	• Cymhwysedd Lefel 4/Siaradwr Cymraeg rhugl • Mae'r gallu i roi cyflwyniadau cyhoeddus a pharatoi adroddiadau yn Gymraeg.	Ffurflen Gais/ Cyfweliad
• Dealltwriaeth o lywodraeth leol yng Nghymru, ac o swyddogaethau a gwaith Cynghorau Cymuned a Thref	• Profiad cyfredol neu flaenorol o wasanaethu ar Gyngor lleol	Cyfweliad/ Cyflwyniad
• Gwybodaeth weithiol o ddeddfwriaeth a chyfraith amgylcheddol yng Nghymru	• Profiad o ddarparu cyngor ar ddeddfwriaeth a chyfraith amgylcheddol yng Nghymru	Cyfweliad/ Cyflwyniad
• Sgiliau cyfathrebu rhagorol a'r gallu i gyfathrebu gwybodaeth wyddonol i bobl nad ydynt yn arbenigwyr ac aelodau'r cyhoedd	• Profiad blaenorol o arwain digwyddiadau, teithiau cerdded a sgyrsiau dehongli neu brofiad addysgu	Cyflwyniad

• Profiad o weithio yn wirfoddolydd cadwraeth • Profiad o ymgysylltu cymunedol	• Profiad o arwain gweithgareddau gwirfoddoli neu o reoli gwirfoddolwyr • Profiad blaenorol o ymgysylltu cymunedol	Ffurflen Gais/ Cyfweliad
• Profiad blaenorol o gynllunio, rheoli a chyflawni prosiectau	• Profiad o reoli prosiectau ym maes cadwraeth natur	Ffurflen Gais/ Cyfweliad
• Profiad o gyfrannu at wneud ceisiadau am grantiau a datblygu ceisiadau am arian prosiect	• Profiad uniongyrchol o ysgrifennu ceisiadau am grantiau ac o ddatblygu ceisiadau llwyddiannus am arian ar gyfer prosiectau adferiad natur	Ffurflen Gais/ Cyfweliad
• Ymrwymiad i ddatblygu sgiliau a gwybodaeth broffesiynol	• Tystiolaeth o ddatblygiad proffesiynol yn y gorffennol	Ffurflen Gais
• Profiad o gynhyrchu adnoddau o ansawdd uchel, cynnwys cyfryngau cymdeithasol, cyhoeddusrwydd a deunyddiau cyfathrebu eraill • Sgiliau TGCh rhagorol	• Cymhwysedd wrth ddefnyddio holl raglenni Office, cyhoeddi pendesg, golygu fideo a chyflwyno gweminarau	Ffurflen Gais/ Cyflwyniad
• Sgiliau rhyngbersonol rhagorol, a'r gallu i ddatblygu perthnasoedd a chydweithrediadau effeithiol gyda Chynghorau a phartneriaid allanol • Profiad o roi cyflwyniadau a gweminarau diddorol • Profiad blaenorol o drefnu digwyddiadau ymgysylltu • Profiad o baratoi arddangosiadau ar gyfer digwyddiadau a chynadleddau • Y gallu i weithio'n effeithiol gyda gweithwyr proffesiynol eraill ac aelodau'r cyhoedd	• Tystiolaeth o ddatrys problemau • Profiad o hwyluso a chadeirio cyfarfodydd, digwyddiadau a chynadleddau • Profiad o drefnu digwyddiadau a chynadleddau ymgysylltu • Gwybodaeth weithiol ragorol o gyfryngau cyfarfodydd fideo megis Zoom a Teams.	Ffurflen Gais/ Cyfweliad/ Cyflwyniad
• Gwybodaeth weithiol o weithdrefnau iechyd a diogelwch ac asesiadau risg wrth weithio gyda gwirfoddolwyr	• Profiad o ysgrifennu asesiadau risg a pholisi	Ffurflen Gais

Sgiliau Proffesiynol	
Hanfodol	**Dull Asesu**
• Sgiliau rhyngbersonol a chyfathrebu llafar rhagorol	Cyfweliad/ Cyflwyniad
• Sgiliau cyfathrebu ysgrifenedig rhagorol	Ffurflen Gais
• Gallu trefnu eich llwyth gwaith eich hun, a chadw at amserlenni	Ffurflen Gais
• Arddangos sgiliau trefnu da	Ffurflen Gais
• Gallu cydweithio ag eraill gan ddefnyddio pecynnau TGCh	Ffurflen Gais
• Dealltwriaeth o ddiogelu data a moesgarwch proffesiynol	Cyfweliad
• Gallu gweithio'n effeithiol fel rhan o dîm	Ffurflen Gais
• Bod yn eiriolydd brwd ac uchel ei gymhelliant dros natur	Cyfweliad/ Cyflwyniad
• Ymrwymiad cryf i berfformio ar lefel uchel a sicrhau deilliannau campus fel rhan o dîm	Ffurflen Gais

Sgiliau Eraill	
Hanfodol	**Dull Asesu**
• Trwydded Yrru lawn a char ar gael ichi	Ffurflen Gais
• Hyblygrwydd i fynychu digwyddiadau dros y Sul a gyda'r nos yn ôl y galw	
• Y gallu i deithio pellteroedd maith a gweithio oddi cartref pan fo angen.	
• Y gallu i weithio yn yr awyr agored ymhob tywydd a thirwedd.	

Gwybodaeth Ategol

Rhaglen Ariannu Lleoedd Lleol ar gyfer Natur yn Un Llais Cymru

Un Llais Cymru yw'r prif gorff aelodaeth ar gyfer y 731 Cyngor Tref a Chymuned ledled Cymru ac mae'n darparu cefnogaeth, cyngor a gwasanaethau hyfforddiant. Er 2021 mae Un Llais Cymru wedi hwyluso perthynas bwysig gyda rhaglen waith Lleoedd Lleol ar gyfer Natur ac mae wedi ymgynghori a chefnogi nifer o brosiectau cyfalaf mawr.

Trosolwg o'r Rhaglen Lleoedd Lleol ar gyfer Natur.

Mae Rhaglen Lleoedd Lleol ar gyfer Natur (LlLlN) yn gynllun cyfalaf sy'n creu ' natur ar eich trothwy'. Mae prosiectau sy'n cael eu hariannu o dan y rhaglen hon yn canolbwyntio ar gasgliad o dargedau bioamrywiaeth e.e. newid arferion torri gwair, denu mwy o beillwyr, plannu coed a chreu llecynnau tyfu cymunedol. Un o allbynnau allweddol unrhyw brosiect yw bod rhaid creu, gwella neu adfer bioamrywiaeth.

Mae'r rhaglen yn cydnabod fod prosiectau sy'n gweithio gyda chymunedau difreintiedig mewn ardaloedd amddifadedd trefol/lled-drefol yn ychwanegu gwerth sylweddol. Rhoddir sylw penodol i ymgysylltu cymunedol a darparu cyfleoedd gwirfoddoli yn enwedig ar gyfer cymunedau nad oes ganddynt fawr ddim cysylltiad â natur os o gwbl.

Bu'r rhaglen ar waith er 2020 ac mae wedi cyflawni cannoedd o brosiectau ledled Cymru trwy'r 4 rheolydd rhaglen. Mae dros 300 Cyngor Tref a Chymuned wedi chwarae rhan lwyddiannus yn y rhaglen dros y 5 mlynedd diwethaf. Er mwyn parhau a datblygu'r rhaglen lwyddiannus hon mae Llywodraeth Cymru yn parhau i fuddsoddi er mwyn creu mwy o leoedd lleol ar gyfer natur yn ystod 2025-2027.

Rhwng 2020 a 2025 darparwyd arian a chefnogaeth trwy brosiectau Partneriaethau Natur Lleol (PNLl), pecynnau Cadwch Gymru'n Daclus a grantiau cyfalaf trwy Gronfa Dreftadaeth y Loteri Genedlaethol. Trwy adeiladu ar yr ymgysylltu llwyddiannus gan y sector yn y flwyddyn gyntaf, daeth Un Llais Cymru yn aelod gwerthfawr o'r tîm rheolwyr rhaglenni yn 2021 trwy greu swydd Swyddog LlLlN Un Llais Cymru.

Er 2021 mae'r Swyddog LlLlN wedi gweithio'n agos gyda'r LNPS, y Gronfa Dreftadaeth a Cadwch Gymru'n Daclus i gefnogi ceisiadau am arian ac mae wedi datblygu rhwydwaith o gefnogaeth a chyngor. Mae hyn wedi cynyddu'n sylweddol y gwaith a wneir ar yr agenda bioamrywiaeth a lefelau cydymffurfiaeth gyda dyletswydd Bioamrywiaeth a gwytnwch ecosystemau Adran 6.

Cynllun y Rhaglen

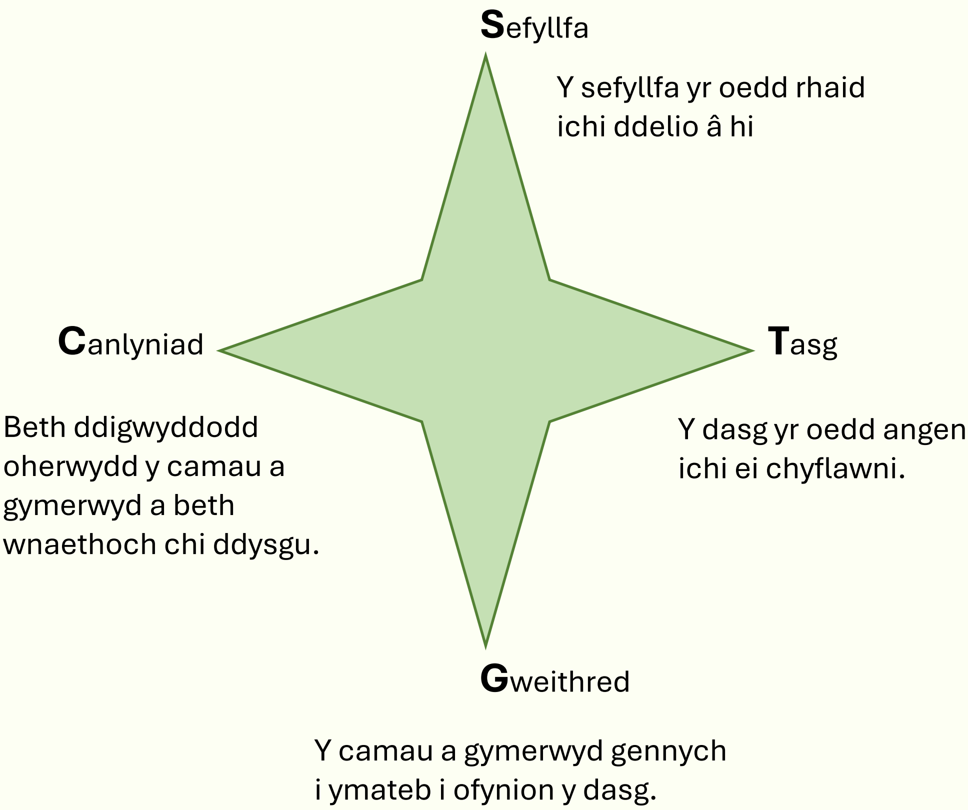
- Cefnogi prosiectau presennol LlLlN gyda'u cynlluniau cynnal a chadw, datblygu a rheoli.
- Cyflawni cyfres o brosiectau ar gyfer rhaglen ariannu LlLlN. Gweithio gyda'r gweinyddydd ariannol i hysbysu a chynghori'r sector ar y cyfleoedd ariannol sydd ar gael.
- Cynnig cefnogaeth gyda chynllunio rheoli a chyflawni prosiectau a ariennir gan LlLlN.
- Darparu cynlluniau rheoli cynefinoedd ar gyfer y Cynghorau Tref a Chymuned (gan gynnwys glaswelltiroedd a phlannu coed).
- Cynhyrchu adnoddau a gwella sgiliau'r sector.
- Hyrwyddo gweithredoedd sy'n cyfrannu at fioamrywiaeth a gwytnwch ecosystemau.
- Cynnal perthynas effeithiol gyda rheolwyr rhaglenni eraill er mwyn cyflawni nodau'r rhaglen.
- Cynrychioli a hyrwyddo'r sector Cynghorau Tref a Chymuned ar fforymau gwahanol ac mewn digwyddiadau.
- Defnyddio cyfryngau cymdeithasol a dulliau eraill i greu ymwybyddiaeth a rhannu arfer da mewn gwelliannau bioamrywiaeth.
- Datblygu astudiaethau enghreifftiol er mwyn rhannu arfer gorau yn y sector.
- Cefnogi Cynghorau Tref a Chymuned i weithio gyda phartneriaid i ddiogelu tir y maen nhw'n ei reoli.
- Cefnogi Cynghorau i gyflawni eu dyletswydd Adran 6 a chyflawni yr amcanion NRAP.
- Archwilio tir sy'n eiddo i / yn cael ei reoli gan y sector.
- Darparu mwy o asesiadau 'llawr gwlad' o dir Cynghorau Tref a Chymuned.
- Tir-wirio asesiadau blaenorol ar dir Cynghorau Tref a Chymuned.
- Mapio'r tir a chysylltu gyda CNC/Awdurdodau Lleol (GIS).
- Darparu cofnod manwl gywir o gyfraniad y sector i'r agenda bioamrywiaeth.

Rhaglen grantiau

- Cynnal ymgynghoriadau ac ymweliadau safle.
- Cynorthwyo Cynghorau i gynllunio a gwneud gwelliannau bioamrywiaeth.
- Asesu ceisiadau grant yn ôl meini prawf penodol a sicrhau bod pob prosiect yn gweithredu'n gydnaws â nodau'r rhaglen.
- Caffael a chyflenwi eitemau cyfalaf gan roi ystyriaeth i anghenion caffael lleol ac anghenion bioamrywiaeth lleol (rhywogaethau brodorol lleol).
- Cynorthwyo Cynghorau i gynllunio prosiectau yn unol â nodau'r rhaglen.
- Cyflenwi'r deunyddiau a chynorthwyo i weithredu a chyflawni'r prosiectau gan weithio gyda gwirfoddolwyr.

Y Dull ‘STAR’ (STGC)

Bydd eich cymhwysedd, sgiliau a gwybodaeth yn cael eu hasesu yn y ffurflen gais ac mewn cyfweliad gan ddefnyddio dull SER.



Gallwch ddefnyddio enghreifftiau o’ch bywyd personol, teulu, cartref, gwaith neu wirfoddoli. Dylech gadw eich atebion yn gryno ac yn berthnasol i’r cwestiwn.

Er enghraifft:

S Cafodd darn o dir yn llawn blodau gwyllt ei dorri gan gontractwr trwy gamgymeriad.

T Ail-blannu’r blodau gwyllt a gofalu nad yw hyn yn digwydd eto yn y dyfodol.

G Trefnwyd cyfarfod rhwng y rheolydd tir a’r contractwr a gofalwyd fod y lleoliad yn cael ei ddangos yn glir ar gynllun, a bod pawb perthnasol yn deall pwysigrwydd y dull rheoli a gytunwyd.

C Ail-dyfodd y llecyn blodau gwyllt, gosodwyd arwyddion, a chadwyd at y drefn reoli gywir, gan arwain at gynyddu amrywiaeth rhywogaethau ar y safle.

Application Pack

Mae'r ffurflen hon ar gael yn Gymraeg / This form is available in Welsh.

One Voice Wales

Job Description & Employee Specification

Biodiversity officer – North Wales

Part-Time 4 days per week (30Hrs)

Salary: £29,937 per annum *(£36,922 FTE)*

(Pay Award Pending)

Fixed term until March 2027

(This role is fully funded by the Welsh Government Local Places for Nature programme)

Overview of role

You will assist the Programme manager in delivering on the aims and objectives of the Welsh Government's Local Places for Nature programme (LPfN) across the Community & Town Council (C&TC) sector.

You will be working as part of a team, led by the Lead Biodiversity Officer who will also act as the Local Places for Nature programme manager, supported by an admin assistant. You will report directly to the Local Places for Nature Programme manager, and as a valued member of the One Voice Wales staff, be supported by the Chief Executive Officer and the rest of the staff.

As the North Wales Biodiversity officer, you will provide practical support, specialist advice and training to the sector on nature recovery and greening of the public estate and to assist them to effectively manage amenity land for biodiversity. You will act as an advocate of the sector and represent their needs and facilitate positive engagement between C&TCs and other organisations. You will assist the Lead Biodiversity Officer to support and advise on national strategies, policies and compliance with biodiversity related legislation and law. You will provide project planning consultation, and practical support, to facilitate Local Places for Nature projects. Provide a specialist advisory capacity that enables the delivery of effective local projects that deliver the maximum benefit for biodiversity.

This a home-based role but the programme of work will be primarily focused on the Northern Counties of Wales and as such frequent travel will be required with some occasional weekend and evening work.

For more information on the Local Places for Nature programme at One Voice Wales please see the supplementary information provided

Key Duties and Responsibilities

- Support the programme manager to deliver the aims of the programme (see supplementary information)
- Follow best practice and Welsh language policy in everyday tasks and production of all resources.
- Act as an advocate for the Community & Town Council sector.
- Support existing projects funded under the LPfN programme.
- Answer inquiries and provide expert advice and guidance.
- Provide a source of local support to the sector
- Support the sector to meet their statutory requirements under relevant legislation and laws in relation to biodiversity, wildlife and nature protection.
- Carry out site visits and identify potential funding opportunities.
- Provide ecological advice and suggestions for biodiversity improvements.
- Prepare comprehensive site visit reports.
- Deliver training to the sector to upskill and increase awareness of the biodiversity agenda.
- Identify potential opportunities to provide capital items to create, enhance and restore biodiversity.
- Provide practical advice and assist Councils and volunteers in the installation of habitat creation projects and community engagement.
- Actively support target councils to identify funding opportunities.
- Contribute to the creation of resources and training materials
- Represent the programme and One Voice Wales at conferences, events and meetings as required.
- Contribute to the production of a comprehensive audit of C&TC green assets and mapping of biodiversity improvements.
- Contribute to social media outputs, regular newsletters, and the delivery of webinars.
- Develop effective working relationships with colleagues and other professionals.
- Maintain professional working relationships and positively represent the C&TC sector and One Voice Wales.
- To undertake other duties from time to time which are commensurate with the level and grading of the post.

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Employee specification

Knowledge, Qualifications and Experience		
Essential	**Desirable**	**Method of Assessment**
• A relevant degree in Ecology, Biology, Geography or other similar subjects. • Knowledge of ecological survey techniques • Knowledge and understanding of ecosystems and habitats • Knowledge and expertise of local flora and fauna in Wales • Good plant ID skills • Understanding of practical nature recovery action. • A good understanding of Geographical Information System (GIS) • Experience of report writing.	• Post graduate studies in an Environment science/Conservation related subject. • Experience of Phase 1/NVC or similar surveying techniques • Expertise in a particular species. • FISC level 3 or above • Working knowledge and experience of a Geographical Information System (GIS) such as QGIS or ArcGIS • Experience of practical nature recovery actions. • Experience of writing ecological reports and analysing survey data.	Application Form / Interview
• Good Welsh language communication skills (Level 1-3) • An understanding and appreciation of Welsh language policy within public bodies	• Level 4 proficiency/Fluent Welsh speaker • The ability to give public presentations and prepare reports in Welsh	Application Form / Interview
• An understanding of local government in Wales, and the functions and operations of Community & Town Councils	• Current or past experience of serving on a local Council.	Interview / Presentation
• A working knowledge of Welsh Environmental legislation and law.	• Experience of providing advice on Environmental legislation and law in Wales.	Interview / Presentation
• Excellent communication skills and the ability to communicate scientific information to non-specialists and members of the public.	• Previous work/experience in leading interpretation events, walks and talks or teaching experience.	Presentation

• Experience of working as a conservation volunteer • Experience of community engagement	• Experience of leading volunteer activities or managing volunteers. • Previous experience in community engagement.	Application Form / Interview
• Previous involvement in project planning, management, and delivery	• Experience of project management within the nature conservation field.	Application Form / Interview
• Experience of being involved with grant applications and developing bids for project funding.	• Direct experience of writing grant applications and developing successful bids for funding of nature recovery projects.	Application Form / Interview
• Committed to developing professional skills and knowledge.	• Evidence of past professional development.	Application Form
• Experience of producing high quality resources, social media content, publicity and other communications. • Excellent ICT skills.	• Proficiency in the use of all Office applications, desktop publishing, video editing and webinar delivery.	Application Form / Presentation
• Excellent inter-personal skills, able to develop effective relationships and collaborations with Councils and external partners. • Experience of delivering engaging presentations and webinars. • Previous involvement in organising engagement events. • Experience of preparing displays for events and conferences. • Ability to work effectively with other professionals and members of the public.	• Evidence of problem solving and resolution. • Experience of facilitating and chairing meetings, events and conferences. • Experience of organising engagement events and conferences. • An excellent working knowledge of video conference such as Zoom and Teams.	Application Form / Interview / Presentation
• Working knowledge of health and safety procedures and risk assessments when working with volunteers.	• Experience of writing risk assessment and policy.	Application Form

Professional skills	
Essential	**Method of Assessment**
• Excellent interpersonal and oral communication skills	Interview / Presentation
• Excellent written communication skills	Application Form
• Ability to organise own workload, and meet deadlines	Application Form
• Demonstrate good organisational skills.	Application Form
• Ability to work collaboratively using ICT applications	Application Form
• An understanding of data protection and professional courtesies.	Interview
• Able to work effectively as part of a team.	Application Form
• To be a motivated and enthusiastic advocate for nature	Interview / Presentation
• A strong commitment to deliver high performance and outcomes as part of a team.	Application Form

Other Skills	
Essential	**Method of Assessment**
• Full Driving license and access to a car.	Application Form
• Flexibility to attend weekend and evening events as required.	
• Ability to travel long distances and work away from home when required.	
• Ability to work outside in all weathers and terrain.	

Supplementary information

Local Places for Nature Funding Programme at One Voice Wales

One Voice Wales is the principal membership organisation for the 731 Community & Town Councils(C&TCs) across Wales and provides support, advice and training services. Since 2021 One Voice Wales has facilitated significant engagement with the Local Places for Nature programme of work and has consulted and supported numerous large capital projects.

Overview of the Local Places for Nature Programme.

The Local Places for Nature Programme (LPfN) is a capital scheme that creates ' nature on your doorstep'.

Projects funded under this programme focus on a set of biodiversity targets e.g. changing mowing practices, increasing pollinators, tree planting and creating community growing space. A key output of any project must be that biodiversity is created, enhance or restored.

The programme recognises that projects working with disadvantaged communities in urban/peri-urban areas of deprivation add significant value. There is a strong focus on community engagement and providing volunteering opportunities in particular for communities with little or no access to nature.

The programme has been in place since 2020 and has delivered hundreds of projects across Wales through the 4 programme managers. Over 300 Community & Town Councils have been actively engaged with the programme over the last 5 years. To continue and develop this successful programme Welsh Government are continuing to invest to create more local places for nature during 2025-2027.

From 2020 to 2025 funding and support was through Local Nature Partnership (LNP) projects, Keep Wales Tidy (KWT) packages and capital grants through the National Lottery Heritage Fund. Building on the successful engagement from the sector in the first year, One Voice Wales became a valued member of the programme managers team in 2021 with the creation of the One Voice Wales LPFN Officer.

Since 2021 The LPFN Officer has worked closely with the LNPS, Heritage fund and KWT to support applications for funding and developed a network of support and advice. This has significantly increased engagement with the biodiversity agenda and compliance with the Section 6 Biodiversity and ecosystem resilience duty.

Un Llais Cymru

One Voice Wales

Programme plan

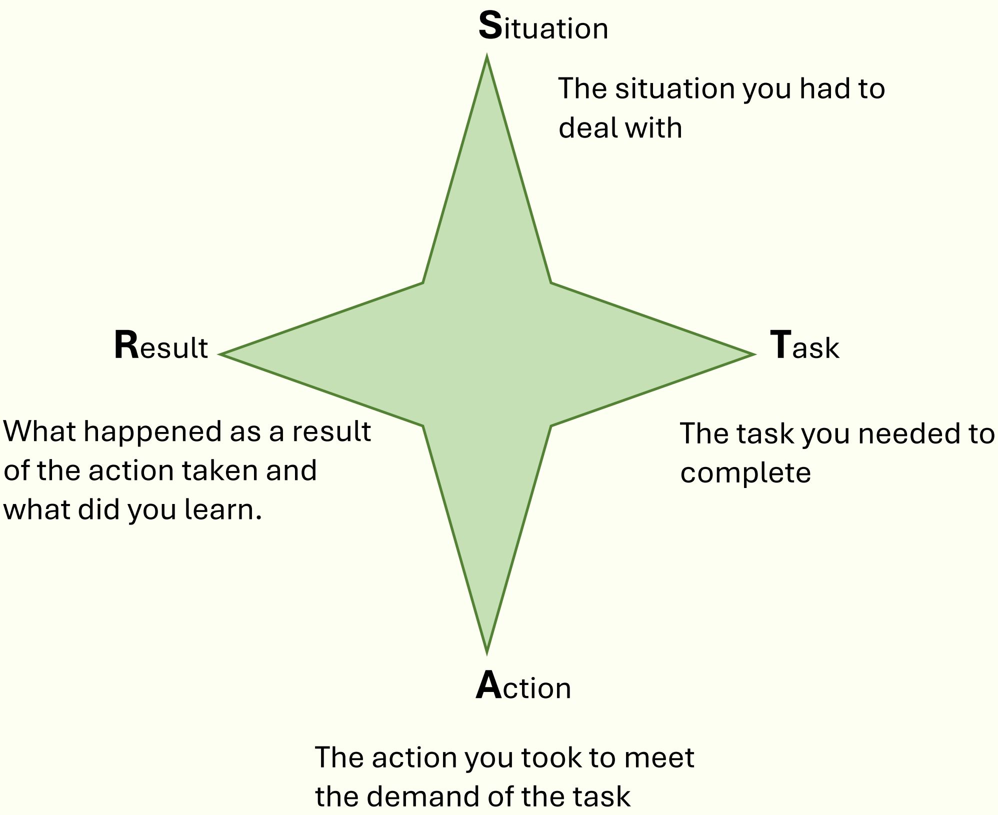
- Support existing LPfN projects with their maintenance, development, and management plans.
- Deliver a pipeline of projects to the LPfN funding programme. Working with the funding administrator to inform and advise the sector on funding opportunities available.
- Provide support in the planning managing and delivery of LPfN funded projects
- Providing Habitat management plans for the C&TCs (to include grasslands and tree planting)
- Production of resources and upskilling of the sector.
- Promote actions that contribute to biodiversity and ecosystem resilience.
- Liaise with other programme managers effectively to deliver the aims of the programme.
- Represent and promote the C&TC sector on various forums and at events.
- Use social media and other means to create awareness and share good practice in biodiversity improvements.
- Develop case studies to share best practice in the sector.
- Supporting C&TCs to work with partners to protect land under their management.
- Supporting Councils on meeting their Section 6 duty and meeting the NRAP objectives
- Auditing land owned / managed by the sector.
- Providing more ‘on the ground’ assessments of C&TC land.
- Ground truthing previous assessments on C&TC land.
- Mapping the land and liaising with NRW/LAs (GIS)
- Produce an accurate record of the sector’s contribution to the biodiversity agenda.

Grants programme

- Carry out consultations and site visits.
- Assist Councils with the planning and delivery of biodiversity improvements.
- Assess grant applications against a set criterion and ensure all projects align with the aims of the programme.
- Procure and supply capital items showing consideration of local procurement and local biodiversity needs. (locally native species)
- Assist Councils to plan projects along the aims of the programme.
- Supply the materials and assist in the implementation and delivery of the projects alongside volunteers.

The STAR method

Your competency, skills and knowledge will be assessed in the application form and at interview using the STAR method.



You can use examples from your personal life, family, home, work or volunteering. Please keep your answers concise and relevant to the question.

For example:

S An area of species rich wildflowers has been mown by a contractor in error.

T To restore the wildflowers and prevent a repeat of this in the future.

A Arranged a meeting between the land manager and the contractor and ensured that the location was clearly identified on a plan, and the importance of the agreed management method was understood by all parties.

R The wildflower area recovered, signage was installed, and the correct management schedule was adhered to, resulting in an increased species diversity on the site.