

Community Liaison Officer – Job Description

Salary:	£25,748 - £31,847 pro rata (dependent on experience)
Contract:	Fixed term over development phase to 31 st March 2027, with possibility of extension. This could be 1 full-time post, or two part-time posts.
Job Purpose:	To support community engagement, communication, and participation for the development of the off-isles Seabird Recovery (rat eradication) Project.
Responsible to:	Project Manager, Seabird Recovery Project
Location:	Isles of Scilly. The Trust feels that this work will be best undertaken by people who are already part of the local community. The Trust would prefer appointing two part-time members of staff, one based on Bryher and one based on St Martin's.
Working interactions:	Internal – Project Manager, Islands Officer, other project staff, volunteers. External – island communities, farmers and growers, local businesses, schools, community groups, University of York, Isles of Scilly Community Venture.
Responsible for:	Building and maintaining strong relationships with local communities and stakeholders to support the project's success.

Background

The Isles of Scilly Wildlife Trust is the only charity managing land for wildlife in Scilly. We are the UK's smallest Wildlife Trust, but we have by far the greatest impact in relation to the scale of our place, being responsible for about half of the land across the Isles of Scilly. We are central to the tourism industry and the largest part of the local voluntary sector. We manage our land for rare species and habitats, for its outstanding archaeological interest, and to provide access, enjoyment and understanding to local people and visitors.

We are one of 46 Wildlife Trusts – a grassroots movement of nearly a million members across the UK, with around 40,000 volunteers and 3,000 staff, caring for 100,000 hectares of land. We act together to reverse the loss of wildlife, prevent climate catastrophe and ensure everyone has access to nature on their doorstep.

We are developing a landmark rat eradication programme on Bryher, Tresco and St Martin's, and the surrounded uninhabited islands, in close cooperation with the local community. Making these islands rat free can be expected to make a globally important difference to the recovery of seabird populations. The Community Liaison Officer role(s) will play a vital role in ensuring the project is rooted in collaboration and trust, with the support and active involvement of islanders.

We are looking for someone with great flexibility, adaptability, and excellent interpersonal skills, who can bring energy and creativity to community engagement. The successful candidate will be a natural communicator, confident working with individuals and groups, and skilled at listening, building relationships, and addressing concerns. They will have substantial experience in community-facing roles and will share our passion for keeping Scilly special. If this sounds like you, then we look forward to your application for this key role.

Outline of key responsibilities

- Act as the first point of contact for community members, ensuring clear, open, and honest communication.
- Contribute to the development and delivery of a community engagement plan to build understanding and support for the project.
- Organise and facilitate public meetings, community co-design workshops, school sessions, and other outreach activities.
- Listen actively to concerns, ideas, and feedback from community members, and ensure these are understood and responded to by the project development team.
- Work with local landowners, businesses, and groups to encourage participation in project activities, including but not limited to surveying land use and waste audits.
- Develop accessible communication materials, including newsletters, social media updates, and website content.
- Support the Project Manager with reporting and record-keeping, including feedback and engagement outcomes.
- Help build a sense of shared ownership in the project, inspiring pride and confidence in its potential benefits.
- Ensure all engagement activities are inclusive, accessible, and reflect the diversity of the island community.
- Champion inclusion, wellbeing, and collaboration throughout the project.

Like all Trust staff, the postholder must:

- Champion inclusion and diversity.
- Promote the Trust, recruiting local Members, and Friends of Scilly Wildlife.
- Be willing to undertake other tasks and work flexible hours as reasonably required.

All staff are ambassadors for the organisation both internally and externally and are expected to always act in a professional manner. They are required to abide by organisational rules, policies and procedures as laid down in the staff handbook, adopt environmentally friendly working practices, maintain high personal standards

of efficiency and customer care and foster a 'can do' culture based on ownership, initiative, teamwork and exchange of information.

We want our people to be as diverse as nature, so we particularly encourage applications from people who are underrepresented within our sector, including people from minority ethnic backgrounds and people with disabilities. We are committed to creating a movement that recognises and truly values individual differences and identities. Please let us know if you require any adjustments to make our recruitment process more accessible.

Person Specification

Essential

- Excellent communication and interpersonal skills, with the ability to build trust and rapport.
- Experience working in small or remote communities, and knowledge of island life and the particular challenges and opportunities it brings.
- Strong organisational skills, with experience of planning and delivering community events.
- A positive, empathetic, and approachable manner.
- Ability to handle sensitive issues diplomatically and constructively.
- Flexibility to work evenings, weekends, and across multiple islands.
- Self-motivation and resilience, with the ability to work independently and as part of a team.
- Enthusiasm for conservation and the work of the Isles of Scilly Wildlife Trust.

Desirable

- Experience in community engagement, outreach, or liaison roles.
- Experience of working on conservation, ecological restoration, or invasive species projects.
- Skills in digital communications, social media, or creative engagement methods.
- Knowledge of the Isles of Scilly's culture, heritage, and environment.

Additional Information

The Isles of Scilly faces a significant housing shortage. Unfortunately, the Trust cannot provide accommodation. The post-holder must be willing to work flexibly, including evenings and weekends, and to travel between islands as required.

All staff are ambassadors for the Isles of Scilly Wildlife Trust, expected to act professionally, adopt environmentally friendly practices, and contribute to a culture of teamwork, inclusivity, and continuous improvement.