



RECORD

LOCAL ENVIRONMENTAL RECORDS CENTRE
for CHESHIRE, HALTON, WARRINGTON and WIRRAL
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RECORD, Suite 5, Parade Enterprise Centre, 14 The Parade, Chester, CH1 5HN

Engagement Officer – Role description and Person Specification

Position	Engagement Officer
Contract type	18 month full-time, fixed-term contract (to cover Maternity leave)
Dates	October 2026 (or as soon as possible thereafter) – March/April 2028
Hours	35 hours per week Core hours are 9am – 5pm Mon – Fri (including 1 hour unpaid lunchbreak). However please note that considerable weekend and evening working is required for this role, especially over the Spring and Summer. Time off in lieu will be given for this.
Location	Based at the RECORD Office (Suite 5, Parade Enterprise Centre, 14 The Parade, Blacon, Chester, CH1 5HN), with the opportunity for occasional homeworking. The role also involves regular travel (mainly for event delivery) throughout RECORD's coverage area (Cheshire, Halton, Warrington and Wirral), for which travel expenses are paid.
Pay	The rate of pay is £24,000 per year

About RECORD

RECORD is the local environmental records centre for Cheshire, Halton, Warrington and Wirral. We are a registered charity and wildlife conservation organisation. Our main role is to collect and manage information on the natural environment from our area and make this information available to conservation professionals, decision-makers and the wider public. We aim to make wildlife recording accessible and attractive to everyone, for the benefit of both people and the environment.

Role overview

The role is responsible for co-ordinating and delivering RECORD's programme of engagement activities throughout 2027.

Our engagement work aims to promote connection to nature through wildlife recording and to support, encourage and enable varied audiences to make a contribution to conservation through citizen science.

The role will lead on organising and delivering a regular programme of events for our biological recording community, as well as promoting RECORD through attendance at varied outreach events across the region. Another key focus for the role will be working with partner organisations to deliver community training and wildlife recording support as part of the Networks for Nature project.

The position reports to the RECORD Manager and will involve supporting volunteers and trainees.

Main responsibilities

- Lead the planning, promotion, coordination and delivery of RECORD's public engagement programme, including outreach events, wildlife recording days, talks and presentations that encourage participation in wildlife recording and citizen science.
- Organise, promote and deliver RECORD's regular programme of Spotlight Sessions and Wildlife Exchange Sessions, working with colleagues and guest speakers to provide engaging learning opportunities.
- Develop and deliver wildlife recording training, workshops and support for community groups, helping to build confidence and capacity for wildlife recording through tailored approaches, as part of the Networks for Nature project.
- Further support RECORD's involvement in the Networks for Nature project through resource development, reporting, monitoring and evaluation activities.
- Coordinate, train and support Engagement Volunteers and contribute to creating a welcoming environment for office volunteers and visitors.
- Collaborate with organisations across the region to promote wildlife recording to a broad range of audiences and support individuals to get involved.
- Lead RECORD's digital communications, including social media, website content and mailing list communications.
- Provide engagement advice and support to colleagues and contribute to the wider operation of RECORD, including administrative and data management tasks where needed.

Person specification

	<i>Required</i>	<i>Desirable</i>
QUALIFICATIONS		
Degree-level qualification in a relevant subject such as Ecology, Biology, Environmental Science or Science Communication		✓
EXPERIENCE		
Experience of engaging and communicating effectively with a diverse range of audiences, including families, young people and adults.	✓	
Experience delivering environmental education or public engagement in varied formats: for example presentations, hands-on activities, guided walks, workshops or conservation volunteering	✓	
Experience of designing and delivering training sessions, ideally for community-based audiences	✓	
Experience of independently planning, coordinating and delivering events or public engagement activities.	✓	
Experience with digital communication, for example creating e-news content, social media, websites etc.		✓
Experience working alongside or co-ordinating volunteers		✓
KNOWLEDGE		
Knowledge of UK wildlife, habitats and conservation issues	✓	
Basic UK species identification skills	✓	
Knowledge of safeguarding, data protection (GDPR), and health and safety requirements relevant to public engagement and outdoor activities.		✓
An understanding of and demonstrable interest in, biological recording		✓
SKILLS AND ABILITIES		
Full UK driving licence and access to a vehicle for work-related travel, including the transportation of equipment	✓	
Excellent written and verbal communication skills, with the ability to communicate complex information clearly and effectively	✓	
Strong presentation and facilitation skills, with confidence engaging audiences of varying sizes - from one-to-one conversations to larger group presentations	✓	
Ability to tailor communication approaches to meet the needs and interests of different audiences	✓	
Strong organisational skills, with the ability to plan, prioritise and manage multiple tasks and deadlines effectively	✓	
Proficient in the day-to-day use of Microsoft Office applications, including Outlook, Word, Excel and Teams	✓	
Ability to work independently, managing your own time and projects with minimal supervision	✓	
Proficient in using wildlife recording apps and databases, such as iRecord, iNaturalist and Local Environmental Records Centre systems		✓

Skills in the use of digital communications platforms – for example social media apps, Mailchimp, Eventbrite or website content		✓
PERSONAL QUALITIES		
Enthusiasm for wildlife conservation and a genuine commitment to encouraging wider participation in nature and biological recording	✓	
Adaptable and proactive, with the ability to respond positively to changing priorities and problem solve on the go	✓	
Commitment to inclusive engagement, with the ability to create welcoming, accessible and respectful environments that help to remove barriers and encourage participation	✓	
Strong attention to detail and commitment to maintaining a high standard of work	✓	
Collaborative and approachable, with the ability to build and maintain positive working relationships with colleagues, volunteers, partners and community stakeholders	✓	
Willingness to work both indoors and outdoors throughout the year and in varying weather conditions	✓	

Further details

Although the role is based at our office, it is essential that the post-holder is able to work flexibly to deliver events at different locations across Cheshire, Halton, Warrington and Wirral.

Due to the need to transport equipment and the fact that events are often not reachable by public transport, you will need to have access to a suitably insured vehicle which you can use for work purposes. Travel expenses are reimbursed at £0.45 per mile. The role does not normally include any travel requiring overnight stays.

Please note also that there is considerable evening and weekend working involved with this role, especially during Spring and Summer, for which time-off-in-lieu will be given.

Annual leave allowance is 25 days per year, in addition to public holidays.

Please note that this role is subject to a DBS check.

What do we offer?

- Join a small, friendly and supportive team, working alongside passionate colleagues and volunteers.
- Enjoy a modern and welcoming office environment with free parking, bike storage and excellent public transport links.
- Take part in regular optional social events, providing opportunities to get to know colleagues and volunteers outside of day-to-day work.
- Benefit from flexible and supportive ways of working, including opportunities for homeworking and flexibility around working hours where business needs allow.
- Access a wide range of professional development opportunities, both formal and informal, including the chance to develop wildlife identification, survey and engagement skills through learning from colleagues, volunteers and external experts.

- Membership of a workplace pension scheme.