

# NATURAL HEALTH SERVICE COORDINATOR



	ESSENTIAL	DESIRABLE
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Relevant experience in Nature Connection, Outdoor Education, Ecotherapy, Forest School, Community Arts and Wellbeing.</li> </ul>	<ul style="list-style-type: none"> <li>• Qualifications in social and therapeutic horticulture, mental health, ecotherapy, forest school or equivalent experience.</li> <li>• Emergency Outdoor First Aid qualification.</li> <li>• Up to date Health and Safety &amp; Safeguarding training</li> <li>• Trauma-aware or Somatic Practice Training</li> </ul>
<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>• At least 2 years' experience supporting people with a range of needs, including those with low-level mental health challenges, chronic illness or recovery pathways. Community or creative settings welcome.</li> <li>• Experience co-facilitating nature connection, outdoor, creative or sensory-based activities.</li> <li>• Experience coordinating people, sessions or small projects – including managing calendars, rotas, logistics or workflows.</li> <li>• Experience working with data and monitoring and evaluating systems.</li> <li>• Experience of partnership working with statutory and voluntary organisations.</li> <li>• Experience of networking with diverse communities, and an understanding of, and commitment to, implementing equal opportunities.</li> <li>• Understanding of safeguarding and data protection relating to participant documentation.</li> </ul>	<ul style="list-style-type: none"> <li>• Local to the area, or local knowledge of Oldham and surrounding communities.</li> <li>• Experience supporting volunteers and contributing to their learning and development.</li> <li>• Knowledge of local statutory and voluntary community health services and referral pathways.</li> <li>• Experience coordinating activities in outdoor settings with an understanding of safeguarding, risk assessment and management in the context of practical outdoor work.</li> <li>• Experience working in a start-up or developing service environment.</li> <li>• Experience working with adults, young people or schools in nature-based or preventative wellbeing contexts.</li> </ul>

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<b>Skills and abilities</b>	<ul style="list-style-type: none"> <li>• Excellent interpersonal and team-working skills. Confident leading small group sessions</li> <li>• Strong organisational, coordination and analysis skills.</li> <li>• Ability to manage and plan a workload independently, taking initiative, setting goals, monitoring progress</li> <li>• Good IT skills, including confidence using Microsoft Excel, Word, email and shared drives for tasks such as digital record keeping and data capture.</li> <li>• Confident on the phone – including triage calls, referrals and partner liaison.</li> <li>• Creativity, resilience and ability to adapt to changing working environment.</li> <li>• Ability to enjoy the process of developing an exciting project, and to work confidently and flexibly through challenging periods of development.</li> </ul>	<ul style="list-style-type: none"> <li>• Skills in gardening, conservation, woodworking, bushcraft, mindfulness, walk leading or similar.</li> <li>• Full clean UK driving license and access to a vehicle.</li> <li>• Ability to produce simple visual resources using Canva or equivalent tools.</li> <li>• Knowledge of Qualtrics (for data collection) and Notion/Kanban or similar (for basic project workflow systems).</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Warm, steady, empathic, non-judgemental and inspiring. Able to build trust, safety and motivate others.</li> <li>• A practical, driven, hard-working attitude in all weathers.</li> <li>• Adaptable, creative and solution-focused. Able to support a team during busy periods.</li> <li>• Passionate about nature connection and the vital role nature can play in wellbeing and recovery.</li> </ul>	

