



Suffolk
Wildlife Trust

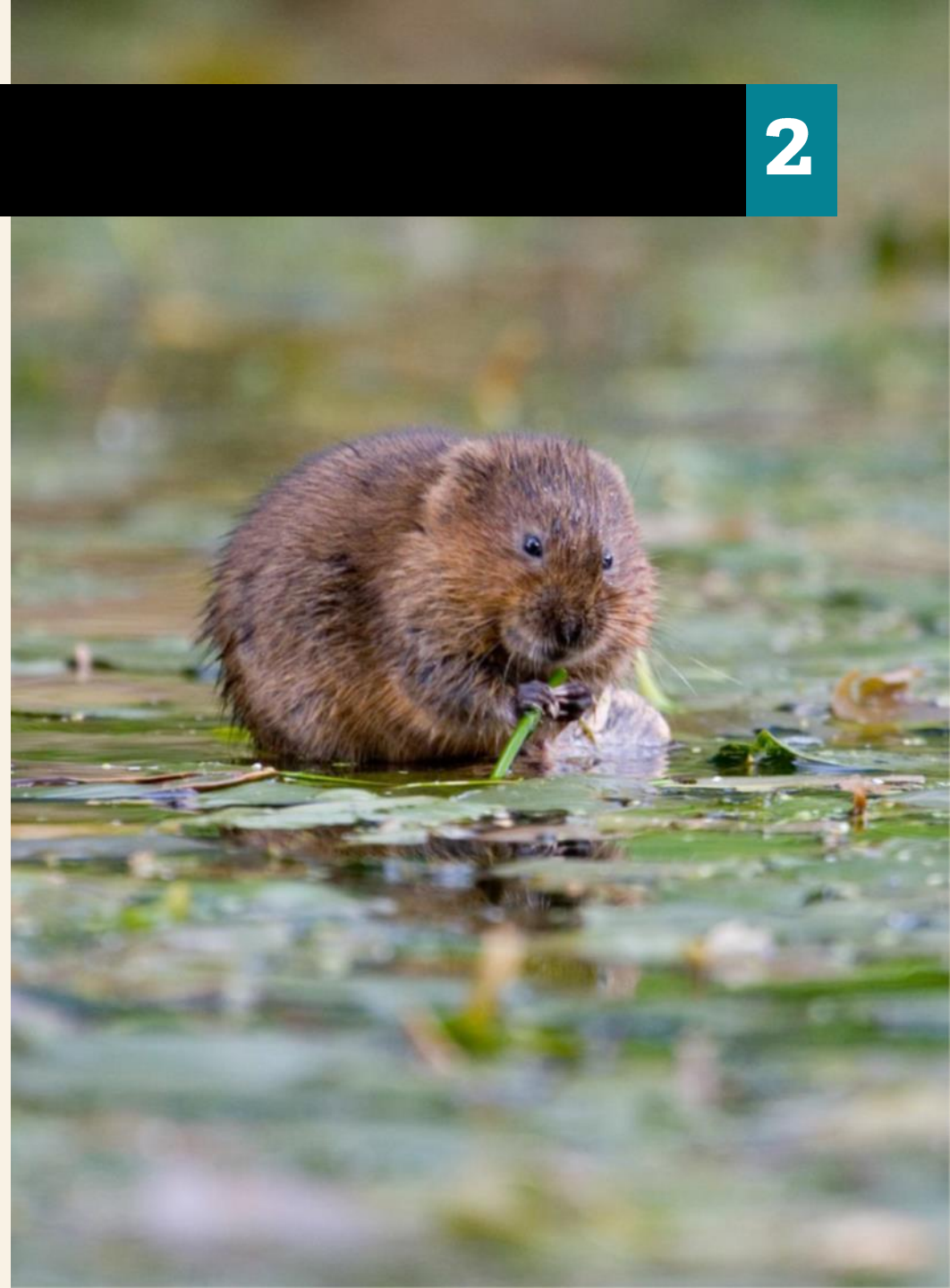
West Suffolk Warden

Recruitment Pack

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The opportunity

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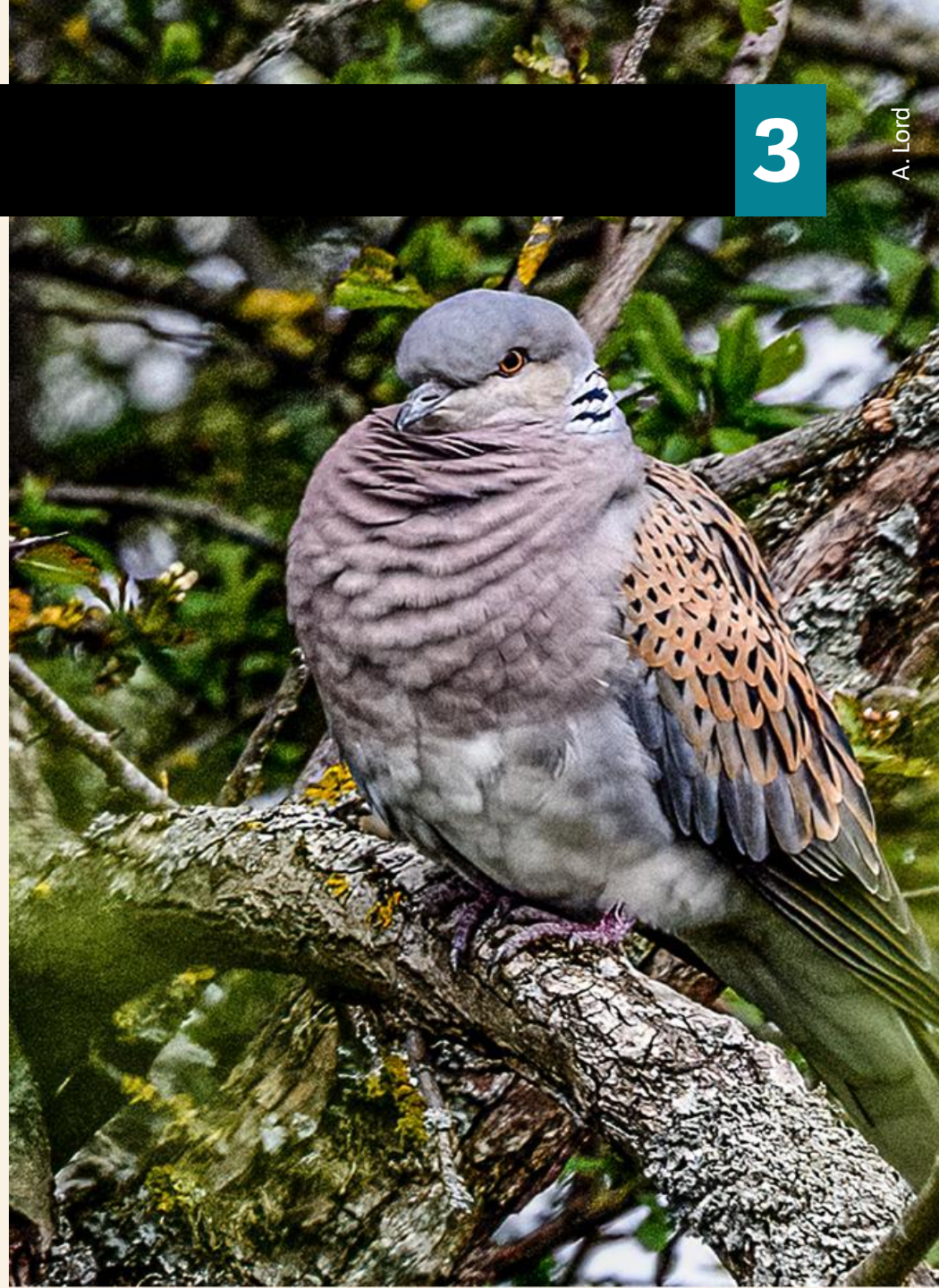
The **West Suffolk Warden** is a key member of the West Suffolk Reserves Team, delivering for nature on the ground.

Based at Lackford Lakes you will be responsible for planning and undertaking the seasonal and day to day operations - creating fantastic spaces for nature to thrive. This is a diverse role where you will be able to apply your knowledge, experience and ideas.

Leading on managing the nature reserves you will make a real difference to wildlife and people.

You will safeguard accessibility to nature and ensure a welcoming atmosphere at all our reserves. Your friendly and engaging manner will help ensure all reserve visitors have a fulfilling and enjoyable experience.

You will be an ambassador for Suffolk Wildlife Trust, seeking opportunities to raise awareness of the Trust's work across all your day-to-day activities.



About us

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Suffolk Wildlife Trust is the county's nature charity – protecting and restoring Suffolk wildlife.

Since the Trust was founded in 1961, we have been leading conservation efforts in Suffolk and have safeguarded some of the county's most important wildlife areas as nature reserves.

As a grass-roots organisation, we aim to deliver our vision to 'Bring Nature Back' by inspiring people and empowering communities to care and act for nature – as well as managing our 51 nature reserves and advocating for wildlife.

We are championing two collective targets in Suffolk that everyone in society can help achieve:

- To protect and restore 30% of Suffolk's land and sea for nature recovery.
- To inspire and support 1 in 4 people in Suffolk to take action for nature and climate.



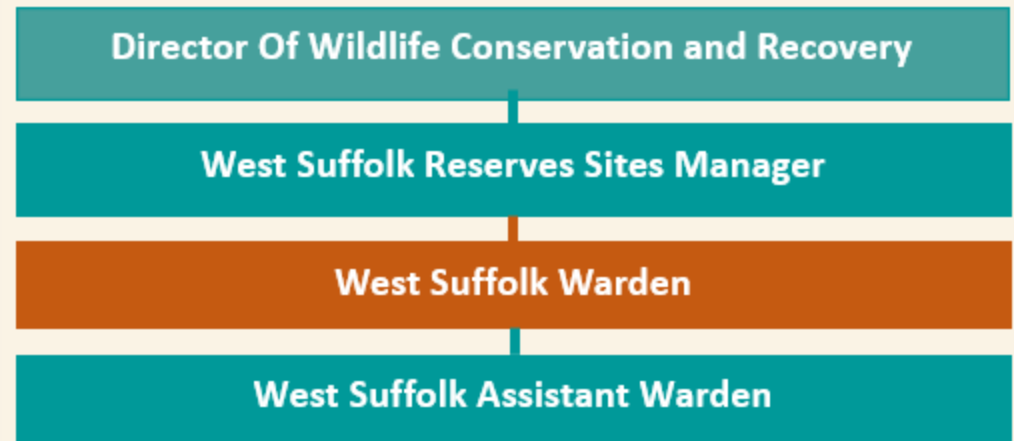
Suffolk Wildlife Trust is an organisation that makes a difference.

We are a registered charity with a Board of Trustees, 1,300 volunteers and 28,000 members. The Trust is part of The Wildlife Trusts – a UK federation of 46 local Wildlife Trusts that together has a powerful collective voice with over 850,000 members and caring for more than 2,300 nature reserves.

We have five departments across the charity, each with a senior leader or ‘Head of’ responsible for a key area of activity.

You will be supported by the West Suffolk Assistant Warden and the wider West Suffolk Reserves Team.

There is also a county wide network of just under a hundred staff, each sharing knowledge and expertise across departments.



Our culture matters to us and enables us to achieve more for wildlife:

Suffolk Wildlife Trust is a gutsy organisation that seeks to learn from experience and embrace new ideas.

We are driven by our shared passion for nature and support each other to be the best we can. We constantly strive to communicate and collaborate brilliantly, representing the Trust in a welcoming, friendly, professional and well-informed manner.

About the role

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Every staff role has three key areas of focus to support our mission to bring nature back. Typically, you will spend 80% of your time on these:

1. Working under the direction of the West Suffolk Sites Manager to ensure SWT's reserves (Lackford Lakes, Black Bourn Valley, Norah Hanbury Kelk Memorial Meadows, Wangford Warren, Old Broom, Cornard Mere & Mickle Mere) are managed in accordance with conservation objectives:

- Lead on planning and undertaking the habitat management activities set out in the agreed reserves management plans and/or agri-environment agreements.
- Help to develop and implement the SWT vision for biodiversity gains around reserves when opportunities lie.
- Prepare, update and implement reserve management plans.
- Ensure all necessary consents for management work are obtained.
- Produce annual reports for the above reserves.
- Prepare tender and contract documents for contractors, supervising contractors as required to support reserve management.
- Have responsibility for the care and maintenance of all relevant machinery and equipment.
- Have responsibility for care and maintenance of any SWT-built structures within the above-named reserves.
- Undertake and coordinate regular survey work.
- Line manage the West Suffolk Assistant Warden in accordance with HR procedures.



About the role

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2. Lead and manage the Trust's Lackford Lakes volunteers

- Recruit, encourage and support regular volunteer teams in the management of the reserves.
- Agree work programs and provide day to day support to volunteers.
- Ensure Health & Safety procedures are communicated and adhered to by all volunteers on SWT's reserves.
- Ensure all volunteers are aware of and abide by relevant SWT policies and Codes of Practice.

3. Develop the role of the reserves as flagships for the Trust's work

- Raise awareness of wildlife conservation and demonstrate our work through events, guided walks and talks as required - including regular submissions to SWT social media platforms.
- Ensure that reserve trails and site infrastructure are always safe and accessible.
- Work with partner organisations, landowners and colleagues to rebuild biodiversity and deliver the Trust's Strategy for a wilder Suffolk.





The skills we need you to bring

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Previous experience that demonstrates your ecological knowledge relating to wetland, woodland and grassland management.	✓
Excellent people skills with a professional approach for sites with high visitor footfall	✓
Experience and ability to write formal reports and management plans	✓
Excellent interpersonal skills with ability to lead and work with volunteers and at times with external landowners	✓
Being an effective team player with excellent communication skills. Capable of working independently and within a team; with a 'can do' attitude	✓
Hold current qualifications or recent training for safe use of powered tools (Chainsaw, brushcutter, tractor)	✓
Knowledge and understanding of agri-environment schemes and cross compliance	✓
Ability to work under pressure and think on your feet, maintaining focus within in a fast-paced environment at times with changing priorities	✓
Experience of undertaking ecological survey work	✓
Familiarity with Health & Safety requirements, and demonstrable knowledge of safe working practices when working with volunteer groups, alone or in small teams	✓
Experience and working knowledge of Microsoft Office	✓
Full clean UK driving licence and access to a car you can use for work	✓

And in return...

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This role is based at our Lackford Lakes office near Bury St Edmunds. Regular travel across West Suffolk will be integral to the delivery of this role and a full driving license is an essential requirement.

This is a permanent role with a standard 37.5 hour Monday to Friday week. Weekend and evening activities may be necessary to fulfil the role.

Salary of up to £27,000 - £29,212 pa dependent on experience

- Highly rewarding career in nature reserve management.
- 9% pension contribution with no mandatory employee contribution.
- 23 days annual leave plus 8 bank holiday days (rising to 28 + 8 over 5 years).
- Dedicated 24-hour Employee Assistance Programme for you and your household.
- Birthday bonus - your special day off to celebrate as you wish.
- Free life insurance to give you a little reassurance.
- Discounts in high street retail outlets.
- 10% staff discount in our cafes and shops.
- Great staff engagement and social events throughout the year.
- Joining a passionate organisation dedicated to improving our natural world.
- Joining a kind and supportive team with Mental Health awareness and Mental Health champions.
- Working across some of the most beautiful locations in the county.



How to apply

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Thank you for your interest in Suffolk Wildlife Trust.

Your application should consist of a summary of relevant experience (e.g. CV) detailing your academic achievements, employment history and any other qualifications with a covering letter addressing the following points:

1. Why you would like to join Suffolk Wildlife Trust.
2. An outline of how your experience, knowledge and skills meet the requirements of the role. We value lived experiences as well as professional qualifications.

Prior to applying, you are welcome to discuss your application informally. Please email: recruitment@suffolkwildlifetrust.org if you would like to arrange this.

Closing date for applications: **midnight Sunday 14th April 2024**

Please email your application to: recruitment@suffolkwildlifetrust.org

Preferred candidates will be invited for an interview and further discussion about the role. Interviews to commence the week of 22nd April 2024.





Suffolk Wildlife Trust



**Together, we can create a
wilder Suffolk for everyone**