



**Suffolk**  
Wildlife Trust

# North East Suffolk Reserves Assistant Warden Recruitment information



Registered charity no. 262777



## Joining the Trust team

**Thank you for your interest in bringing your energy, expertise and experience to Suffolk Wildlife Trust.**

Suffolk Wildlife Trust is an inspiring and impactful organisation with a compelling vision for our county:

**A wilder Suffolk where nature is thriving and abundant, because everyone is doing more to help.**

Every member of the team has a direct role to play in our mission to

**Bring nature back.**

Suffolk Wildlife Trust has several nature reserves on the Suffolk Coast and along the lower Waveney Valley within the Broads National Park that this role will be carrying out conservation management.

**For nature, the role will:**

- Champion nature recovery within the southern Broads National Park and Suffolk Coast, creating connectivity to other high value and protected sites along the valley.
- Develop a landscape recovery vision

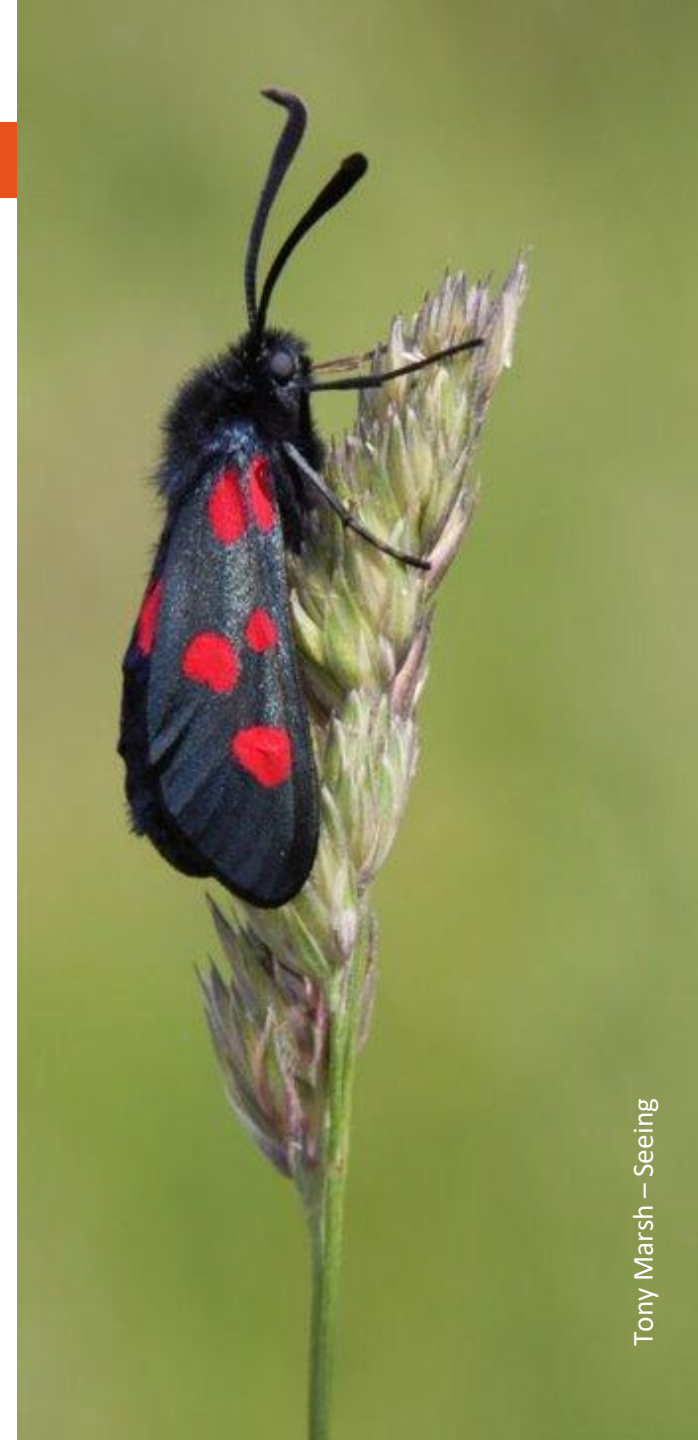


## Role description – what you will do

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. Meeting conservation objectives

- Carry out the habitat management activities set out in the agreed reserves management plans and/or agri-environment/woodland management agreements and as instructed by the Warden.
- Help to develop and implement the SWT vision for biodiversity gains around sites.
- Actively contribute to the management of any SWT livestock, liaise with graziers and as part of the team be included in any team rotas alongside work with our Grazing Manager.
- Work under all necessary consents for management work.
- Contribute to information required for all annual report writing processes.
- Supervise contractors to support reserve management.
- Assist with the care and maintenance of all relevant machinery and equipment.
- Assist with care and maintenance of structures within the reserves.
- Undertake regular survey work and contribute to written reports required for monitoring - to determine conservation objectives contained within the relevant management plans.



## Role description continued...

### 2. Manage Volunteers

- Encourage and support regular volunteer teams in the management of the reserves.
- Ensure work programmes are carried out and provide day to day support to volunteers.
- Ensure Health & Safety procedures are communicated and adhered to by all volunteers on the Trust's reserves.
- Ensure all volunteers are aware of and abide by relevant SWT policies and codes of practice.

### 3. Ensure reserves are a flagship for the Trust's work

- Assist the Warden's work with partner organisations, landowners and colleagues to restore nature and deliver the Trust's Wilder Landscape Vision.
- Raise awareness of wildlife conservation and demonstrate habitat management through open days, guided walks and talks as required, including regular submissions to the Trust's social media platforms.
- Ensure that reserve trails and site infrastructure are safe and accessible.





## Role description continued...

### OTHER

Use your skills and experience to contribute holistically to the Trust's vision for a Wilder Suffolk.

### HOW WE WORK

The detail in this pack explains the core purpose of your role with the Trust. What is equally important is how you do it. Suffolk Wildlife Trust is a gutsy organisation that seeks to learn from experience and embraces new ideas.

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

We aim to be a digitally enabled organisation and expect you to be digitally aware and use technologies and innovations in your day-to-day activities to streamline the Trust's activity and increase impact.



# Skills & attributes we are looking for

	ESSENTIAL	DESIRABLE
Relevant degree/conservation qualification		✓
Passionate about conservation and highly motivated	✓	
Previous experience in a similar role, including knowledge and confidence with livestock and certification with industry standard conservation power tools particularly chainsaw, brushcutter and tractor operations.		✓
Experience in breeding bird and wetland bird survey work.		✓
Ability to undertake physically demanding role under seasonal pressures	✓	
Effective team player with excellent communication skills. Capable of working independently with a 'can do' attitude	✓	
Great interpersonal skills	✓	
Excellent general habitat and species knowledge	✓	
Understanding of agri-environment schemes and cross compliance		✓
Full clean UK driving licence	✓	
Familiarity with Health & Safety requirements, and demonstratable knowledge of safe working practices when working with volunteer groups, alone or in small teams	✓	
Good knowledge of conservation, including species and habitat conservation priorities in Suffolk		✓



## ...and in return

### Helping you plan for the future and maintain a great work life balance

- Salary of up to £25 688 pa depending upon experience
- 9% pension contribution with no mandatory employee contribution
- 25 days annual leave plus 8 bank holiday days (rising to annually 30 + 8 over your first 5 years)
- Birthday bonus - your special day off to celebrate as you wish
- Dedicated 24 hour Employee Assistance Programme for you and your household
- Free life insurance to give you a little reassurance
- Free online access to a private GP for you and your household
- 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 wellbeing champions
- Working across some of the most beautiful locations in the county

### Work hours & work base

This is a full time role which is 37.5 hours a week, usually worked Monday to Friday with some weekend and out of hours work. You will be split based between Carlton Marshes, Lowestoft and Church Farm, Thorington.





## Next steps

### Thank you for your interest in Suffolk Wildlife Trust.

Your application should consist of a summary of relevant experience (e.g. CV) and 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.

Closing date for applications: **Monday 4<sup>th</sup> November at 5pm.**

Please email your application to: [recruitment@suffolkwildlifetrust.org](mailto:recruitment@suffolkwildlifetrust.org)

**Interviews will be held at Church Farm, Thorington, IP19 9JG week commencing 11th November 2024.**

