



**Suffolk**  
Wildlife Trust

**North East Reserves Sites Manager  
Recruitment Pack**





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# The opportunity

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As North East Suffolk Sites Manager you will be an authentic and inspiring leader who brings significant experience of managing nature reserves and leading teams to deliver more for wildlife.

Reporting to the Wildlife Conservation and Recovery Director, the overall objective is to create and maintain a network of nature reserves that are exceptional for wildlife and help to inspire our visitors to do more to help reverse biodiversity decline.

You will have oversight of 12 nature reserves including Carlton Marshes, our flagship site. The reserve network boasts an incredible array of habitats from reedbeds, marshes and wildflower meadows, to ancient coppice woodland and Sandlings heath. Within and connecting the Broads National Park and the Suffolk and Essex Coasts and Heaths National Landscape, it is one of the most biodiverse areas in the UK.

This is a fantastic opportunity for an experienced nature reserve practitioner, to do amazing things for wildlife.



## Could this be your next step?

This is an exciting career opportunity and the chance to make a real impact for nature



## Suffolk Wildlife Trust is the county's nature charity – protecting and restoring Suffolk's 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 ambition to '**Bring nature back**' by inspiring people and empowering communities to care and to act for nature, as well as managing our 50 nature reserves and advocating for wildlife.

We are championing two collective targets in Suffolk that everyone in society can help to achieve, by 2030:

- 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



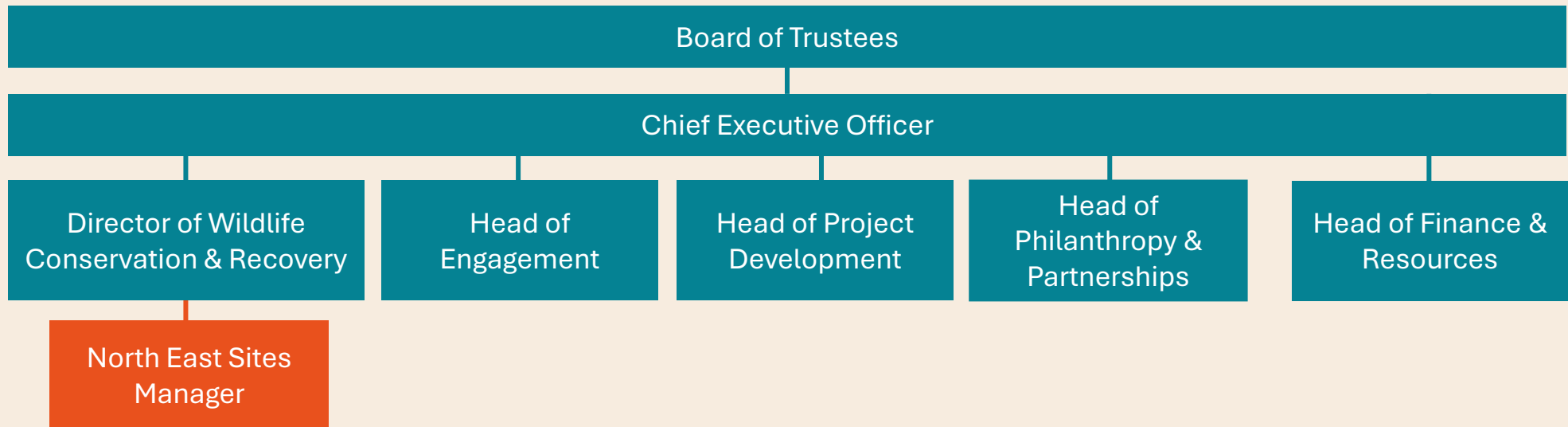
### Our ambition

To protect and restore 30% of Suffolk's land and sea for nature recovery

## Suffolk Wildlife Trust is an organisation that makes a difference.

We are a registered charity with a Board of Trustees, 100 members of staff, 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 and a team of Managers who bring operational leadership to their area of activity.



### 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 embraces 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, professional and well-informed manner.



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

## 1. Nature Reserve Management

- Oversee the preparation, updating & implementation of management plans for each reserve in the area, to ensure a cohesive network, contributing to our 2030 strategy
- Work with the Reserves Officer to ensure agri-environment agreements & consents are in place, delivering high quality outcomes for wildlife & SSSI requirements
- Prepare annual budgets to support work across the financial year, with regular review to ensure efficient and effective delivery
- Working with the fundraising team, identify opportunities for external funding to support our work, aligning to the annual budget cycle
- Retain oversight of the annual cycle of habitat management tasks, as described in the reserves management plans
- Work with the Grazing Manager to ensure ecological relevant grazing is in place along with supporting infrastructure such as fencing
- Organise the teams of wardens to ensure critical management is carried out in a timely & efficient way, being mindful of site sensitivities and need for carbon savings
- Ensure effective, focussed & timely ecological survey work to monitor key species
- Prepare tender & contract documents for contractors, supervising contractors as required to support reserve management
- Oversee the production annual reports for all reserves in the area & report back annually on organisational KPIs
- Take leadership responsibility for the maintenance of Trust machinery & equipment
- Ensure all reserves in the area are accessible and welcoming to visitors.



## 2. Leadership of reserve staff and volunteers

- Champion SWT's strategy to 2030 with staff and volunteers, helping them to understand the role they play in the wider context of what we are trying to achieve;
- Act as an effective conduit of information for reserves staff in the management of reserves;
- Contribute effectively into Conservation Leadership Team (CLT) and Reserve Site Managers meeting (RSM), helping to strive for continuing improvements;
- Ensure health and safety procedures are adhered to in accordance with Trust policies;
- Help reserve teams to keep critical supporting paperwork up to date, such as CoP and RAs;
- Working with local teams, horizon scan for projects on reserves that will help to protect and enhance the reserve network into the future;
- Provide a planned, forward thinking and fully costed training package for the teams, to ensure staff and volunteers are able to effectively carry out their duties and to feed into annual budgeting cycle.





## 3. Develop the role of reserves as flagships for the Trust's work and act as an ambassador within the local community

- Support the visitor team at Carlton Marshes, seeking to develop the site to enhance engagement and promote understanding and empathy for wildlife and nature conservation;
- Help develop local networks of partner organisations and landowners to help restore landscape biodiversity, with a focus along the lower Waveney Valley and Suffolk Broads, facilitating opportunities for the Wilder Landscapes Team where appropriate;
- Raise awareness of wildlife conservation through social media and open days. Encourage the reserve teams to consider focussed guided walks and community talks;
- Work with communications colleagues to represent Suffolk Wildlife Trust in the media.
- Work with the Learning team at Carlton Marshes to ensure activities help enhance understanding of the natural world whilst not impacting on the wildlife value of the reserve network.





## HOW WE WORK

**Our culture matters to us and enables us to achieve more for wildlife.**

Your role description explains the core purpose of your role. What is equally important is how you do it:

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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 friendly, professional and well-informed manner.

## SUPPORTING COLLEAGUES

This is a cross-team role, providing support to colleagues through the systems and processes you manage, and your can-do attitude and approach.



### **Our culture fosters leadership**

We strive to empower our teams with a 'freedom within a framework' approach

# The skills we need you to bring

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A personal commitment to Suffolk Wildlife Trust's mission to bring nature back	✓
5+ years experience of nature reserve management with excellent habitat management knowledge	✓
Ability to work with contractors, including experience of tenders and other contract documentation	✓
Proven ability to work effectively with external partners and landowners	✓
Understanding of H&S related to reserve management activities, including CoPs and Risk Assessments	✓
Track record of working across departments, including to deliver efficiencies, improved visitor experience and funding	✓
Experience of managing and leading staff and volunteers	✓
A strong sense of responsibility & personal motivation, with a positive and adaptable approach	✓
High level of personal integrity and honesty, able to maintain confidentiality & professionalism	✓
Excellent IT skills, including Microsoft 365 suite, HR systems and GIS	✓
Supremely organised with a flair for making life simpler for everyone through effective systems and process management	✓
Excellent written skills, with experience of annual reports, management plans & presentations	✓



**This role is based at offices at Carlton Marshes, near Lowestoft.**

Regular travel across North East Suffolk and occasionally beyond. A full driving licence is an essential requirement.

This role has a standard 37.5 hour Monday to Friday week. Some weekend & evening activities will be necessary to fulfil the role.

**Salary £37,000 - £39,958pa dependent on experience**

- 9% pension contribution with no mandatory employee contribution
- 33 days annual leave including bank holidays, increasing to 38 over your first five years
- Bonus day off for your birthday
- 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
- Joining a passionate organisation dedicated to improving our natural world, working across some of the most beautiful locations in the county



## If you're excited by the opportunity, tell us why we need you on our team.

To apply, please send us your **CV along with a covering letter** (max 3 sides A4) addressing the following four points:

1. **Why this role?** Tell us about the personal qualities and experience you would bring to the role.
2. **Why you?** Tell us about your skills and expertise as a Site Manager or warden, that you will bring to the role to support our staff and volunteers.
3. **Tell us about you as an innovator.** Please tell us about three projects you have been responsible for creating and leading, to develop wildlife value and visitor experience on a nature reserve.
4. **Why Suffolk Wildlife Trust?** Why would we be your chosen career move?

If you would like an informal chat about the role, please email: [ben.mcfarland@suffolkwildlifetrust.org](mailto:ben.mcfarland@suffolkwildlifetrust.org)





# How to apply

## CLOSING DATE FOR APPLICATIONS:

8am on Tuesday 5<sup>th</sup> November

## SEND YOUR APPLICATION TO:

[recruitment@suffolkwildlifetrust.org](mailto:recruitment@suffolkwildlifetrust.org)

Please use the subject line 'Application for North East Reserves Sites Manager'

## INTERVIEWS WILL BE ON:

Wednesday 20<sup>th</sup> November  
at Carlton Marshes Visitor Centre.

Please indicate your availability with your application.

Please note, all permanent roles with Suffolk Wildlife Trust are subject to a six month probationary period.

Thank you for your interest in bringing your talents and skills to Suffolk Wildlife Trust – we look forward to meeting you.



Carlton Marshes





**Suffolk  
Wildlife Trust**



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