



Suffolk
Wildlife Trust

Wilder Landscapes Support Officer Recruitment information



Joining the Suffolk Wildlife 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.

In the decade to 2030 we are committed to scaling up our activities across the county to bring nature back to Suffolk.

Our aim is for 30% of our county to be connected and well looked after for nature by 2030, so that our species and habitats can recover and thrive - and for 1 in 4 people to be actively helping to achieve this.



Role description – what you will do

The Wilder Landscapes team are a small but very active team within Suffolk Wildlife Trust's conservation department. Our work is off-reserve and predominantly project based.

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) Support Wilder Landscapes Project delivery

- Track project progress;
- Assisting with project and funding applications;
- Supporting contract issuance and ensuring compliance with best practice;
- Supporting project claims;
- Manage tendering processes and support assessment of tender returns;
- Support project and contract work billing, working with the finance team;
- Support client relationship management with long term recurring projects.
- Ensure reporting of progress against SWT's KPI's is maintained and project successes support this.



Role description continued...

2) Increase the external recognition of SWT's Wilder Landscapes Team and their work.

Working with the central comms team at SWT and colleagues in the Wilder Landscapes Team:

- Liaise with the team to gather news items
- Create regular public facing news pieces that celebrate our successful work, for a range of audiences;
- Develop new channels of communication through external collaboration with media outlets, working closely with the communications manager.

3) Support the delivery of excellence in training and engagement events run by the Wilder Landscapes Team

- Support the delivery of excellent training events in close collaboration with experts in the team.
- Work with the Wilder Landscapes Manager, Senior Farm Adviser and others to develop opportunities to deliver accredited training as an income generating activity.



Role description and the approach you need

KEY ATTRIBUTES

- Professional confidential approach to working with a variety of clients;
- Ability to work independently under own initiative but also as a collaborative team member;
- Excellent communication skills, ability to liaise with funders and landowners.

OTHER

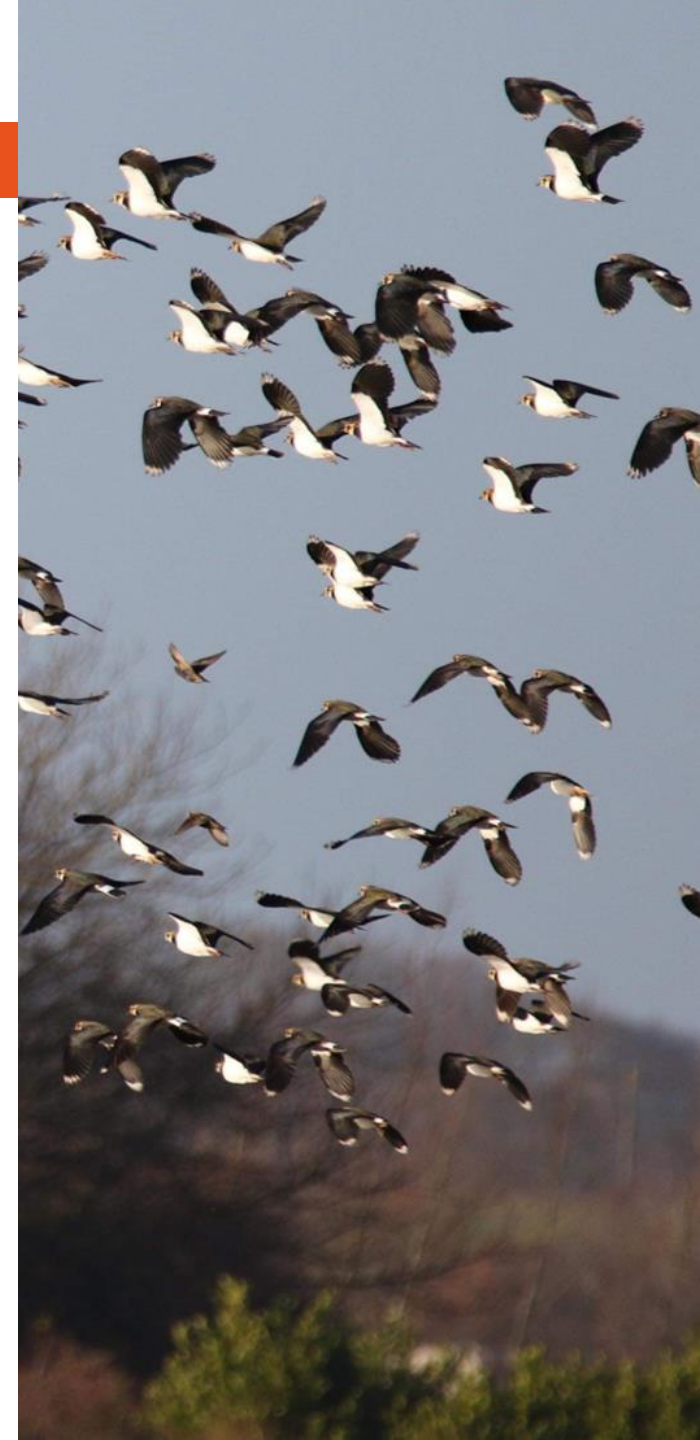
Use your skills and experience to contribute holistically to the Trust's vision for a Wilder Suffolk.

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 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.

We are a digitally enabled organisation and embrace digital technologies and innovations to support, streamline and increase the Trust's activity & impact.



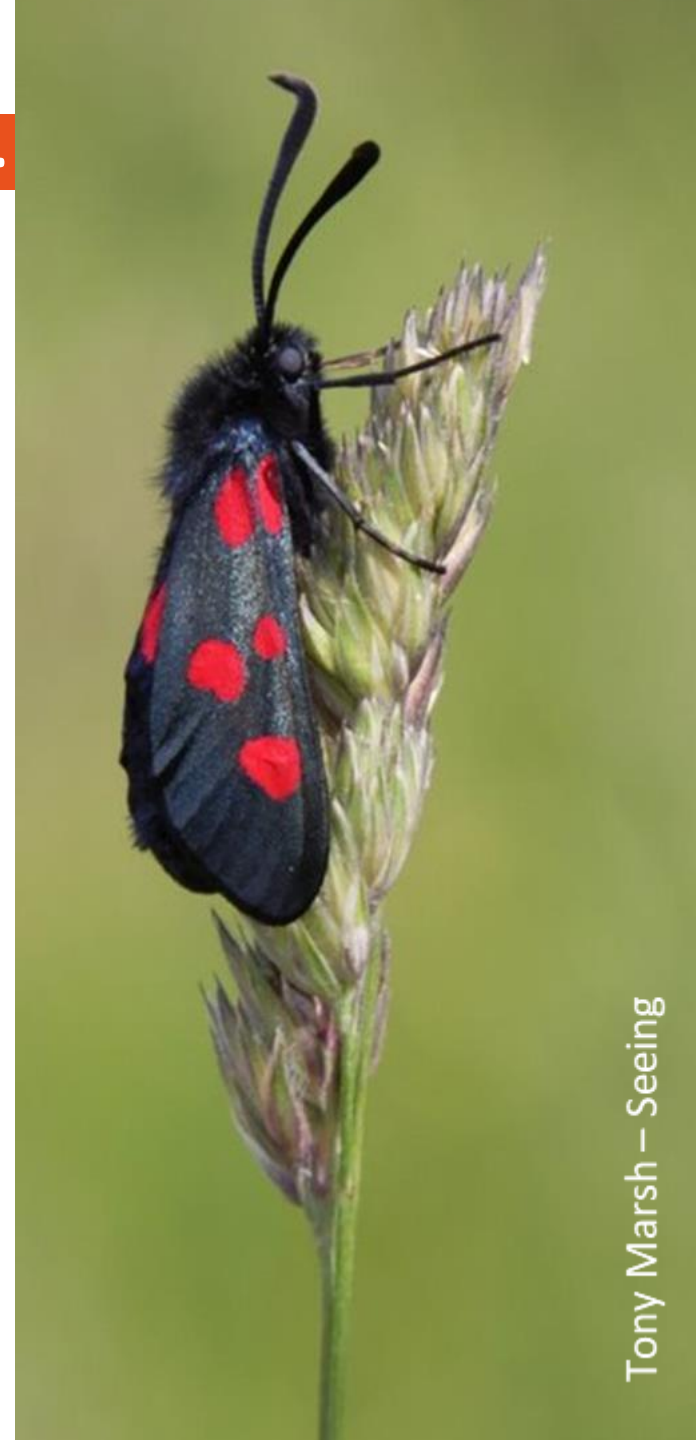
Skills & attributes we are looking for

	ESSENTIAL	DESIRABLE
Experience and Qualifications <ul style="list-style-type: none"> • Maths and English GCSE at grade B, or 6 and above with strong academic record. • Proficient with Microsoft Office applications. 	✓	
<ul style="list-style-type: none"> • Experience working with contracts. • Experience working with budgets. • Experience writing tenders. • AAT or other finance qualifications. • Grant application and management experience. 		✓
Knowledge <ul style="list-style-type: none"> • Understanding of accounting. • Understanding of contract writing and invoicing processes. • General understanding of Ecology, • Basic understanding of purchase order processes. 		✓



Skills & attributes we are looking for continued...

	ESSENTIAL	DESIRABLE
<p>Skills and abilities</p> <ul style="list-style-type: none"> • Good inter-personal, communication and networking skills. • Strong organisational skills. • A self-starter, with an ability to work alone effectively. • Good formal writing style. • Efficient with ability to manage time effectively. 	✓	
<p>Behaviours</p> <ul style="list-style-type: none"> • Self-motivated, self-reliant, and capable. • An excellent team player. • Personable, polite, and engaging demeanor with clients and stakeholders • High level of enthusiasm, self-discipline, and initiative. • Always takes pride in professional conduct and represents SWT in the best light. • Practical approach to problems, ability to problem solve. 	✓	



...and in return

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

- Salary of £22-24k pro rata
- 9% pension contribution with no mandatory employee contribution
- Dedicated 24-hour Employee Assistance Programme for you and your household
- 25 days annual leave plus 8 bank holiday days, pro rata, (rising annually to 30 + 8 over your first 5 years) PLUS 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 and 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

Work hours & work base

This is advertised as a **part-time permanent role** (15-22.5 hours p/w) based at Brooke House, Ashbocking, Ipswich IP6 9JY. A balance of home working could be considered.



Next steps

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: **Friday 1st November** however we are keen to expand our team so don't delay applications, we will be reviewing on receipt.

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 **w/c 11th November 2024**.

