

North East Suffolk Nature Reserves Sites Manager



Suffolk
Wildlife Trust



- 3 The Opportunity
- 5 About Suffolk Wildlife Trust
- 8 About the Role
- 11 How we Work at Suffolk Wildlife Trust
- 13 Person Specification
- 14 Benefits and Terms and Conditions
- 15 How to apply



Suffolk
Wildlife Trust



The Opportunity

3

As the North East Suffolk Nature Reserves 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 role is responsible for creating and maintaining our network of nature reserves in the north east of Suffolk that are exceptional for wildlife, which help to inspire visitors to do more to help reverse biodiversity decline.

You will have oversight of 12 nature reserves from our flagship site Carlton Marshes in Lowestoft to Darsham Marshes near Dunwich. 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 career move?

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



Carlton
Marshes



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.

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.

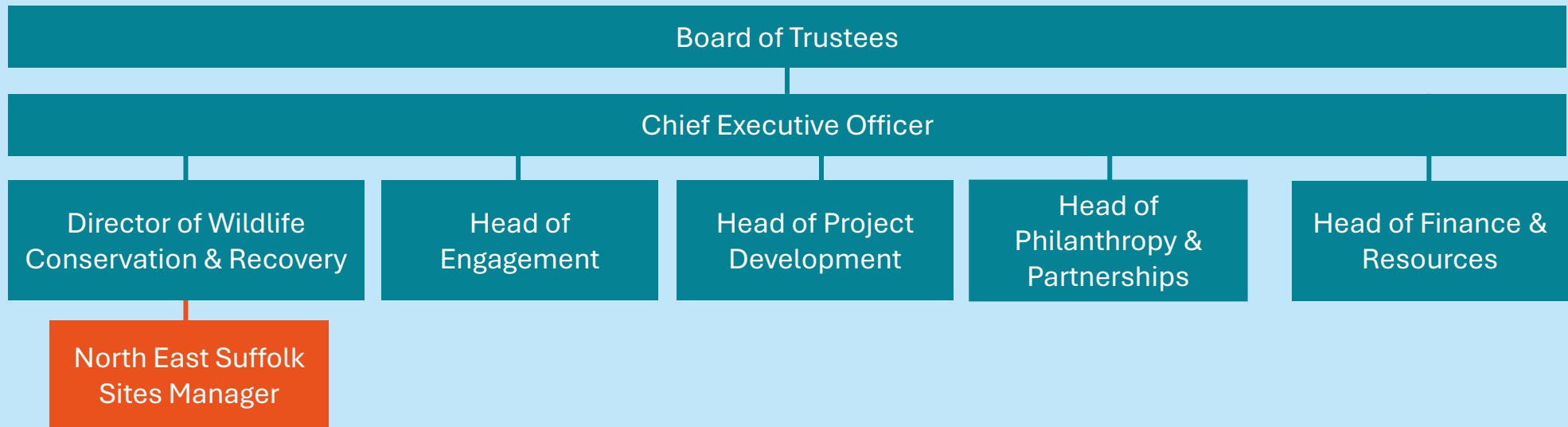


Our Ambition

To protect and restore 30% of Suffolk's land and sea for nature's 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 through the UK that together has a powerful collective voice with over 850,000 members and caring for more than 2,300 nature reserves. Suffolk Wildlife Trust have five departments, 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. We are driven by our shared values for nature & support each other to be the best we can. We constantly strive to communicate & collaborate brilliantly, representing the wildlife trust in a welcoming, professional & well-informed manner.

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

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.

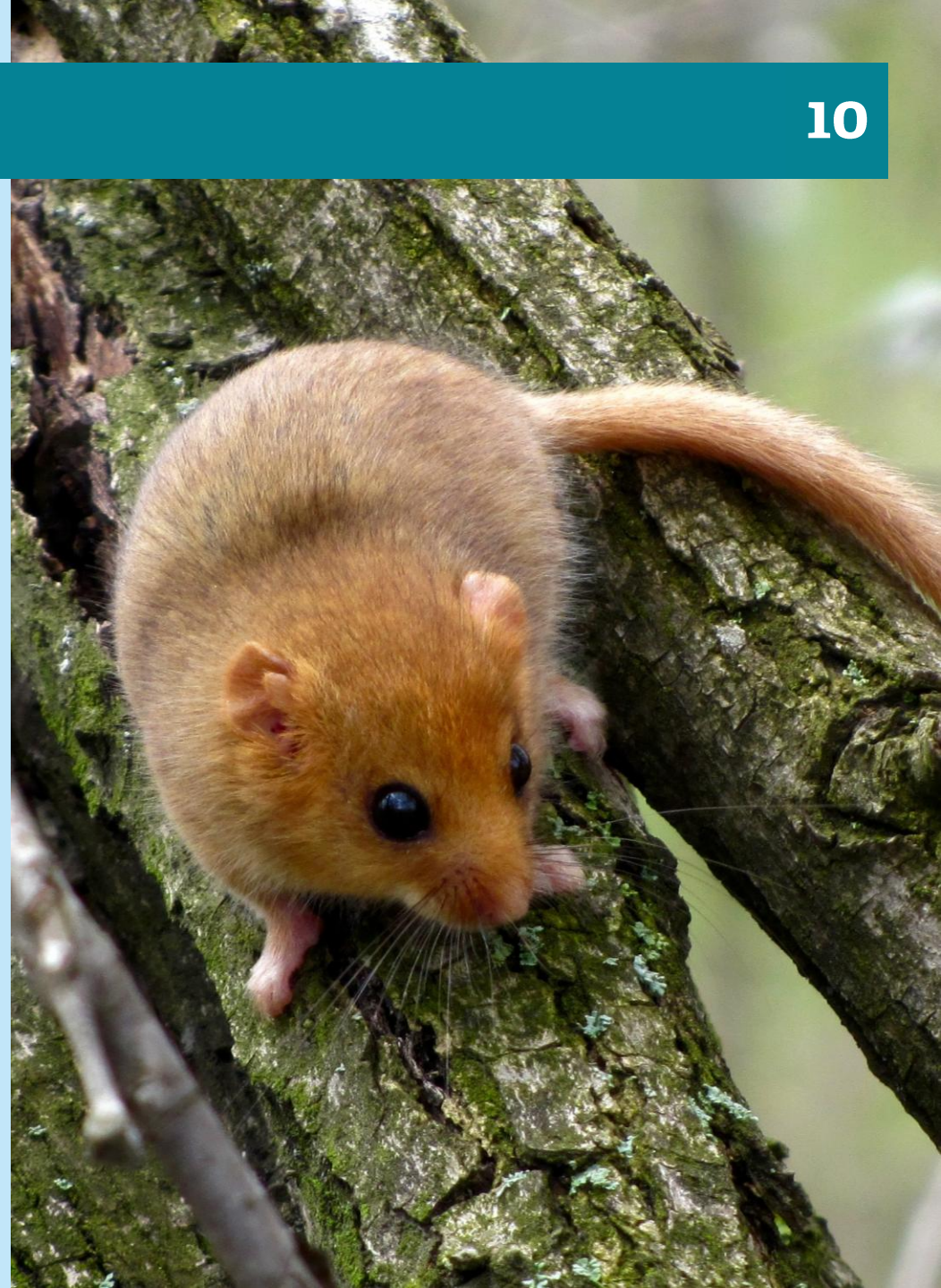
2. Leadership of reserve staff and volunteers

- Champion the Suffolk Wildlife Trust 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 Codes of Practice (CoP) and risk assessments (RA).
- 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.
- Volunteer manager tasks include leading on volunteer recruitment, onboarding, recognition and day-to-day management of volunteers.



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 (Lowestoft), 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.



Our Culture

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

Your role description explains the three key areas of focus of your role. What is equally important is how you do it. Suffolk Wildlife Trust is a gutsy organisation - we show courage, determination and spirit, learning from experience and embracing new ideas.

We are driven by our shared values and passion for nature and support each other – staff and volunteers - to be the best we can to deliver for nature.

We constantly strive to communicate and collaborate brilliantly, representing Suffolk Wildlife Trust in a friendly, professional and well-informed manner.

Supporting Colleagues

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



Our Culture Fosters Leadership

We empower our teams with a ‘freedom within the framework’ approach



A personal commitment to Suffolk Wildlife Trust's mission to bring nature back	✓
Significant experience of nature reserve management with excellent habitat management knowledge	✓
Ability to work well 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 people management 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	✓
A full UK driving licence	✓

Terms and Conditions

This is a permanent, full-time position working 37.5 hours per week (Monday to Friday) based at our offices at Carlton Marshes (near Lowestoft). The starting salary will be between £37,000 and £39,958 per annum, depending on skills, knowledge and experience.

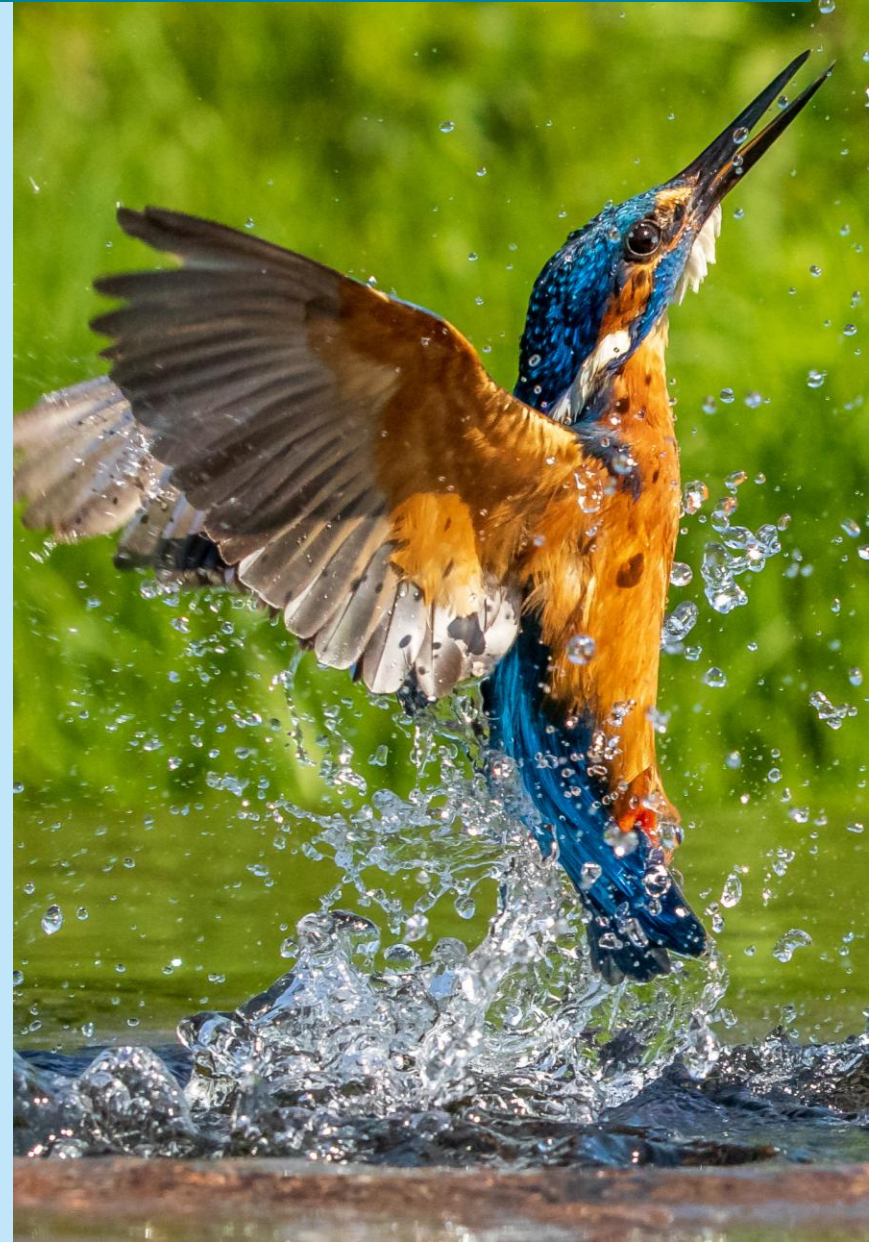
Suffolk Wildlife Trust offers time off in lieu arrangements and a culture of flexible working arrangements. Further details will be discussed at interview.

Employee Benefits

Annual leave entitlement starts at 33 days per annum (including Bank Holidays), increasing annually to 38 days plus employees receive an extra day off for their birthday.

We offer a 9% employer pension contribution with no employee contribution required, free 24-hour Employee Assistance Programme, free life insurance from day one of employment, free access to a private GP for themselves and their household and discounts at high street retailers. Staff can also enjoy a 10% discount in our visitor centre cafes, including retail plus public engagement staff receive logo clothing.

As part of our team, you'll join a passionate organisation dedicated to enhancing the natural world, with opportunities to work across some of the most beautiful locations in the county.



How to apply

15

To apply for this opportunity, please submit an application via our website by 8:00am on Friday 31 January 2025. The application process will include uploading a CV and cover letter.

The interviews are planned for Wednesday 12 February 2025 at Carlton Marshes. Please indicate on the application your availability for interview.

If you would like an informal discussion about the role, you can email me on: ben.mcfarland@suffolkwildlifetrust.org

Thank you for your interest in bringing your talents, experience and skills to Suffolk Wildlife Trust. I look forward to receiving your application.

Ben McFarland
Director of Wildlife Conservation and Recovery



Carlton Marshes



Suffolk
Wildlife Trust



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