



## ROLE DESCRIPTION AND PERSON SPECIFICATION

### North East Suffolk Sites Manager

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**OFFICE BASE:**

Carlton Marshes with regular travel across the county.

**WORK HOURS:**

37.5 hours per week. Occasional weekends and evenings, with time given off in lieu.

**REPORTING TO:**

Director of Wildlife Conservation and Recovery

**RESPONSIBLE FOR:**

Wardens within North East Suffolk area. Some direct line management of Assistant Wardens may also be appropriate depending on circumstance. Teams includes Assistant Wardens and volunteer teams.

**VOLUNTEER MANAGEMENT**

Volunteer manager tasks include leading on volunteer recruitment, onboarding, work parties, recognition and day-to-day management of volunteers and ensuring relevant training to provided.

**CONTRACT OF EMPLOYMENT:**

Permanent

## ROLE PURPOSE

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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](#)

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.

You will lead on the management of all reserves in the North East Suffolk area, protecting and enhancing their value for nature. We cannot afford to fail in our mission and as the Sites Manager, through leadership and management of the Trust's reserve-based conservation work, you will play a pivotal role.

## MAIN RESPONSIBILITIES

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Every staff role has three key areas of focus known as the "Power of 3" to support our mission to bring nature back. Typically, you should expect to spend 80% of your time on these:

**1) Provide effective management oversight for the nature reserves in the North East area .**

- Oversee the preparation, updating and implementation of management plans for each reserve in the North East Suffolk area, to ensure a cohesive network of reserves, contributing to Suffolk Wildlife Trust's strategy to 2030.

- Work with the Reserves Officer to ensure all agri-environment agreements and consents are in place, effectively delivering high quality outcomes for wildlife and SSSI requirements.
- Prepare annual budgets to support delivery of work across the financial year, with regular review to ensure efficient and effective delivery.
- Retain oversight of the annual cycle of habitat management tasks, as described in the reserves management plans.
- Organise the teams of wardens to ensure critical management on reserves are carried out in a timely and efficient way, being mindful of site sensitivities and need for carbon savings.
- Ensure effective, focussed and timely ecological survey work needed to monitor key species.
- Prepare tender and contract documents for contractors, supervising contractors as required to support reserve management.
- Oversee the production annual reports for all reserves in the area and report back annually on organisational KPIs.
- Take responsibility for the care and maintenance of Trust machinery and equipment.
- Ensure all reserves in the area are accessible and welcoming to visitors and on larger reserves, working with the visitor teams.

## **2) Provide clear leadership for the North East area reserves staff and volunteer teams**

- 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, such as Codes of Practice (CoP) and risk assessments (Ras), up to date.
- Working with local teams, horizon scan for projects on reserves that will help to protect and enhance the reserve network into the future.
- Provide planned, forward thinking and fully costed training package for the teams, to ensure staff 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 landscape and community**

- Support the visitor teams at Carlton Marshes, seeking to develop the site to enhance engagement and promote understanding and empathy for wildlife and nature conservation.
- 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.

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

## **PERSON SPECIFICATION**

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- 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

## OUR CULTURE

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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.

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## ADDITIONAL INFORMATION

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- The role may entail some evening and weekend working.
- The role requires an interest in working for a charity that is determined to protect wildlife for the future and for the people of Suffolk.
- The role requires the ability to drive, including a full driving licence and use of a vehicle, though pool vehicles may sometimes be available.
- The role is based at Carlton Marshes in Lowestoft, Suffolk, but requires regular travel across the county and beyond, with mileage paid for additional travel.

## WILD ABOUT INCLUSION

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Suffolk Wildlife Trust is committed to an inclusive and diverse workplace where everyone is welcome. As a conservation charity, we recognise the importance of diversity in both nature and our workforce of staff and volunteers. We strive to ensure that everyone feels valued and empowered to contribute to our vision of “A Wilder Suffolk where nature is thriving and abundant because everyone is doing more to help”.