



**Suffolk**  
Wildlife Trust

# Grazing Assistant

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”.



Credit: Tom Marshall

# The Opportunity

3

We are recruiting a Grazing Assistant to work closely with our Grazing Manager in the day-to-day management and care of livestock across all Suffolk Wildlife Trust reserves.

Grazing is a crucial tool in habitat conservation, helping to create and maintain diverse landscapes that support a wide range of plant and animal species. This role is central to ensuring that grazing is carried out effectively and sustainably, contributing to the Trust's vision of a Wilder Suffolk.

The primary purpose of this role is to enhance ecological outcomes by facilitating naturalistic grazing practices. This approach supports biodiversity by maintaining open grasslands, controlling scrub and promoting a mosaic of habitats that benefit pollinators, birds and other wildlife.

As Grazing Assistant, you will provide both technical and practical support, helping to implement best practices in livestock husbandry, infrastructure maintenance and grazing administration.



**Could this be your next career move?**

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

# The Opportunity

3

Your work will ensure that livestock, including sheep, cattle, and ponies, are managed in a way that optimises their contribution to habitat management while maintaining the highest standards of animal welfare. This involves routine livestock checks, monitoring grazing impacts and assisting with the safe movement of stock between sites.

Additionally, you will play an important role in coordinating with external graziers, ensuring that their animals are effectively integrated into our grazing practices and that clear communication is maintained. You will also assist with record-keeping, compliance with regulations and preparations for inspections, helping to ensure that all livestock operations run smoothly.

This is a vital role within the Trust, directly contributing to our ambitious conservation goals. By ensuring that grazing is effectively managed, you will be helping to restore and sustain 30% of Suffolk's landscapes for wildlife by 2030, allowing species and habitats to recover and thrive.

This role offers an exciting opportunity for someone passionate about both livestock management and wildlife conservation, eager to be part of an enthusiastic conservation team making a tangible difference to the natural world.



**Could this be your next career move?**

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



Credit: Nigel Pickover

**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**

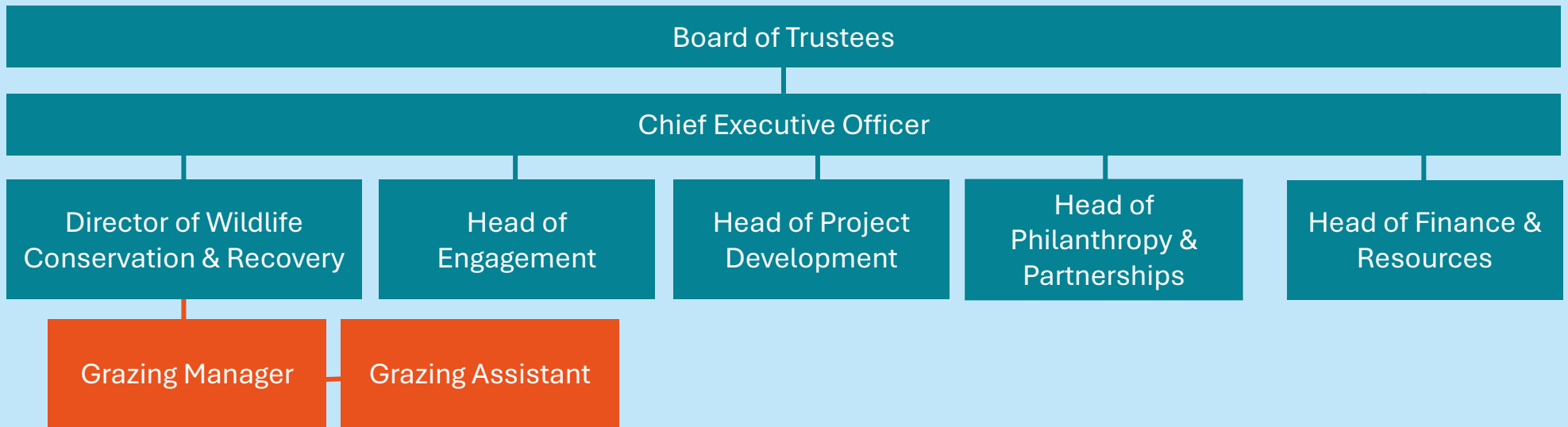
To protect and restore 30% of Suffolk's land and sea for nature's recovery



- Nature reserves
- Larger reserves
- Larger reserves with visitor centres

## 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. Assist and support on all practical tasks for SWT livestock county wide .

- Help deliver/implement sheep husbandry tasks across the county including foot trimming, sorting culls & shearing.
- Carrying out routine stock checking and routine feeding/watering at specific, internally grazed reserves.
- Assist with a programme of routine checking of infrastructure condition.
- Assist reserves-based staff with regular checks of grazing specific signage across the reserve network.
- General maintenance and cleaning of equipment, trailers and facilities and infrastructure.
- Maintain high levels of bio security and assist with managing disease outbreaks.
- Assisting with farrier sessions, pony husbandry and administration of vet meds.
- Assisting with or implement gathering and transporting stock from site to site.

## 2. Assisting with administration related to livestock

- Helping to Review Livestock Emergency Procedures, Livestock Policy and relevant Risk Assessments and Codes of Practice.
- Issuing and collating grazing records and site-specific livestock assessment forms.
- Helping to maintain critical records such as veterinary medical records, movement records, ID records, fallen stock records and livestock checker and processing notes.
- Reviewing grazing licences and maps.
- Helping develop and manage budgets relating to grazing operations.
- Liaising with potential sheep/pony suppliers.
- Developing and updating grazing signs.
- Helping preparations for external inspections.
- Maintain a photo catalogue of good grazing practice and images for use in communications.



## 3. Assist the Reserves Teams in supporting grazing operations county wide

- Assisting reserve teams with fencing and infrastructure repairs and maintenance such as to static and electric fencing, handling systems.
- Work with reserves teams to improve vehicular access to facilitate grazing, such as gateway, tracks, corrals.
- Helping the reserve teams install water supplies prior to grazing.
- Where needed to assist site-based staff with general checks to sites prior to release of stock.
- Being part of a livestock emergency on-call out-of-hours rota.



## 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	✓
Experience of livestock management (sheep and cattle) to a high welfare standard.	✓
Experience working with sheep dogs would be advantageous.	✓
Ability to work well within and across teams, and independently.	✓
Proven ability to work effectively with external partners.	✓
Understanding of H&S related to livestock management tasks.	✓
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 communication skills.	✓
A good level of IT skills, including use of Microsoft 365 and Teams.	✓
Written skills, with experience of record keeping.	✓
A full UK driving licence, ideally with livestock trailer towing experience (B+E) & basic tractor driving skills.	✓

## Terms and Conditions

This is a permanent, full-time position working 37.5 hours per week (five out of seven days) based at our Foxburrow Nature Reserve (near Woodbridge). The starting salary will be between £23,809.50 and £25,688 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 28 February 2025. The application process will include uploading a CV and cover letter.

The interviews are planned for Tuesday 18 March 2025 at our offices at Foxburrow Nature Reserve. Please indicate on the application your availability for interview.

If you would like an informal discussion about the role, you can email me on: [jane.barber@suffolkwildlifetrust.org](mailto:jane.barber@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.

Jane Barber  
**Grazing Manager**



**Foxburrow Nature Reserve**



**Suffolk**  
Wildlife Trust



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

Registered charity no. 262777