



## ROLE DESCRIPTION AND PERSON SPECIFICATION

### Grazing Assistant

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**OFFICE BASE:**

Foxburrow with possibility of working from other bases and regular travel across the county.

**WORK HOURS:**

37.5 hours per week. Occasional weekends and evenings, with time given off in lieu. The role will be required to be part of a livestock emergency on call rota including weekends and public holidays .

**REPORTING TO:**

Grazing Manager

**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.

As the Grazing assistant, you will be working closely with the Grazing Manager to help support the grazing management of all Suffolk Wildlife Trust reserves, protecting and enhancing their value for nature. The primary purpose of the role is to help maximise ecological outcomes on our nature reserves by facilitating naturalistic grazing regimes. The role provides support, both technical and practical, to the reserve staff as well as facilitating effective external grazing provision as required, whilst maintaining high welfare standards.

This is a vital position at Suffolk Wildlife 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.

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

- Help deliver or implement sheep husbandry tasks across the county including foot trimming, sorting culls and 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.

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.
- 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 and basic tractor driving skills.

## **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 will entail some periodic evening, weekend and bank holiday 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. A pool vehicle will be available.
- It would be desirable if the applicant has a working sheep dog
- The role is based at Foxburrow, near Woodbridge, Suffolk, but requires regular travel across the county and beyond.

## **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 know how important diversity is, both in our natural world and amongst the people we employ. We want everyone to feel 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”.