



Suffolk Wildlife Trust recruitment pack

# Voluntary Internship



Registered charity  
no. 262777



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# Introduction

Suffolk Wildlife Trust is Suffolk's nature charity – the only organisation dedicated wholly to safeguarding Suffolk's wildlife and countryside

Founded in 1961 Suffolk Wildlife Trust has been leading conservation efforts in Suffolk and safeguarded some of the county's most important wildlife areas as nature reserves.

- We are supported by 28,000 members and 50 businesses. We have over 1,300 active volunteers.
- We care for nearly 8,000 acres of Suffolk's most precious habitats in our 50 nature reserves.
- We advise planners, landowners, communities and individuals on improving land for wildlife - to create a Living Landscape that is rich in wildlife where species can move out of protected sites through networks of linked up habitat.
- All our nature reserves are free for everyone to enjoy and our 7 Wild Learning centres provide opportunities for all ages to discover, explore and learn about the natural world. Last year we led 400 school visits and ran 550 events, including activities organized by our network of volunteer-led wildlife groups. In all, more than 60,000 people were involved with a wildlife activity organised by the Trust and many more enjoyed our reserves independently.
- We have a dedicated team of 11 Trustees and more than 70 members of staff.





# About us

Our nature reserves are places of tranquillity and ‘naturalness’ for people to connect with wildlife. Our management principles reflect this by favouring natural processes that create complex habitat mosaics and offer the best opportunities for wildlife.

Beyond our reserves, Suffolk’s wildlife is under pressure from intensive agriculture, new development and coastal change. We are working with landowners to influence the management of the wider countryside for wildlife. Future predicted climate change is likely to further impact on species and habitats, so we are working to create a more resilient countryside that enables wildlife to adapt to these changes – a Living Landscape.

People are at the heart of our vision so we are mobilising communities and individuals to achieve the collective impact we strive for.

In this Living Landscape, Suffolk will have better, bigger and more joined up spaces for nature. Wildlife will thrive in a mosaic of interconnected habitats under multiple ownerships between which nature can move and expand. We are making this happen by:

- Creating more opportunities for wildlife through our nature reserves
- Enabling more private, public and community-owned land to be managed with wildlife in mind
- Championing the protection of Suffolk’s marine and coastal habitats
- Extending opportunities for children, teenagers and adults to experience the natural world, both on and off our reserves





# Our values

- We will always act in the best interests of wildlife.
- We will secure a future for wildlife in Suffolk by connecting people to nature.
- We will make a difference by inspiring and empowering local action for wildlife.
- We are a learning organisation and will embrace new ideas to achieve our vision





## OFFICE BASES

- Bradfield Woods, IP30 0AQ
- Carlton Marshes, NR33 8HU
- Foxburrow Farm, IP12 1NA
- Redgrave and Lopham Fen, IP22 2HX
- Lackford Lakes, IP28 6HX
- SWT Head Office, IP6 9JY

## WORK HOURS:

3 days per week including weekends where appropriate.

## ANNUAL LEAVE:

Pro rata 31 days per year

## REPORTING TO:

Wild Learning Officer

## OVERALL PURPOSE OF ROLE

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Suffolk Wildlife Trust is the leading provider of wildlife and conservation learning opportunities in Suffolk, based around our network of nature reserves and centres. This role is central to achieving this with a focus on helping people to discover nature on our reserves and other local sites – inspiring people with first hand experiences of nature.

A current driving licence and own transport is desirable.

## MAIN RESPONSIBILITIES

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Assist the Wild Learning Officer in:

- Planning, developing and delivering high quality, inspiring learning opportunities for children young people, adults and families, including schools.
- Developing and delivering an activity-based family learning programme at weekends and throughout the school holidays
- Developing relevant learning activities for organisations working with individuals and groups with special interests
- Planning, developing and delivering a programme of meaningful learning activities and extended learning opportunities for schools from Early Years to A level
- Harnessing social media networks to promote and celebrate activities and reach beyond our current audience
- Supporting and supervising volunteers to assist with developing and delivering learning opportunities at our reserves and other local sites

Play a full and active role in the Trust's learning team, attending meetings and undertaking Continuing Professional Development (CPD) as appropriate. Delivering activities at large events at other centres and at county events, including the Suffolk Show and Latitude.

Play a full and active role in the Trust's team at the reserve, maintaining and promoting the high standards of Suffolk Wildlife Trust and deputising for the Wild Learning Officer, where necessary.

## 1. Experience and Qualifications

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### Desirable

- A levels or equivalent
- Current driving licence
- Experience of working with children and young people
- Experience of outdoor learning

## 2. Knowledge

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### Essential

- Knowledge and understanding of natural history and nature conservation

## 3. Skills and Abilities

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### Essential

- Ability to inspire, excite and enthuse people of all ages about nature
- Good communication and interpersonal skills
- Ability to work on own initiative and cooperatively as part of a team
- Administration and IT skills, including competent use of Microsoft Office

## 4. Personal qualities

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### Essential

- Enthusiastic and self-motivated
- Eager to learn and to try new things
- Conscientious with a careful attention to detail
- Reliable and responsible
- Flexible approach to weekend and evening working, where appropriate
- Committed to the vision and values of Suffolk Wildlife Trust

[Please complete this online application form](#)

For an informal discussion or for any further queries please contact  
Bev Rogers – Learning Development  
Officer

[Bev.rogers@suffolkwildlifetrust.org](mailto:Bev.rogers@suffolkwildlifetrust.org)

01473 890089

**Closing date: 4 February 2019**

**Interviews to be held week beginning  
11 February 2019.**

Unfortunately, we are only able to offer  
feedback to applicants selected for  
interview.







<b>Chief Executive</b> Julian Roughton	<b>Head of Property &amp; Projects</b> Steve Aylward
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Conservation		
<b>Head of Conservation</b> Ben McFarland		
<b>CONSERVATION TEAM</b>  <u>Conservation Manager</u> Simone Bullion  <b>Conservation Advisers</b> Penny Hemphill Tracey Housley  <b>Hedgehog Officer</b> Ali North  <b>Conservation Planning</b> James Meyer Jill Crighton  <b>Consultancy Ecologists</b> Jill Crighton Alison Looser  <b>RESERVES ADVISER</b> Susan Stone	<b>SUFFOLK COAST TEAM</b>  <u>Sites Manager</u> Alan Miller  <b>Reserves Warden</b> Sam Hanks  <b>Sizewell Belts Warden</b> Dayne West Jamie Smith  <b>SOUTH EAST SUFFOLK TEAM</b>  <u>Sites Manager</u> Andrew Excell  <b>Sandlings Warden</b> Ben Calvesbert  <b>Grazing Officer</b> Jane Barber  <b>Reserves Warden</b> Stuart Holland  <b>Ipswich Volunteer Team</b> Steve Hook	<b>WEST SUFFOLK TEAM</b>  <u>Sites Manager</u> Will Cranstoun  <b>Reserves Assistant</b> Joe Bell-Tye  <b>Woodlands Warden</b> Giles Cawston  <b>Woodlands Assistant</b> Jasmine Hardwick  <b>Valley Fens Warden</b> Richard Young  <b>Reserves Assistant</b> Debs Crawford  <b>BROADS TEAM</b>  <u>Sites Manager</u> Matt Gooch  <b>Broads Warden</b> Ellen Shailes  <b>Lound Lakes Warden</b> Carl Herrington

Business Support
<b>Head of Business Support</b> Sarah Meyer
<b>Finance Officers</b> Bridget Aldis Liz Jones
<b>HR Support Officer</b> Vacancy
<b>Receptionists</b> Gemma Foreman Claire Rowan Nikki Wilkinson Carole Wilson
<b>IT Support Manager</b> James Meyer

Learning & Development	
<b>Head of Learning &amp; Development</b> Christine Luxton	
<b>LEARNING TEAM</b>  <u>Learning Manager</u> Sara Holman  <b>Learning Dev Officer</b> Bev Rogers  <b>Adult Learning</b> Claire Rowan  <b>Learning Officers:</b>  <b>Carlton Marshes</b> Joanna Shackleton Katy Runacres  <b>Foxburrow Farm</b> Cathy Smith Emma Keeble  <b>Lackford Lakes</b> Sophie Mayes  <b>Redgrave &amp; Lopham Fen</b> Deborah Key  <b>Woodlands Ranger</b> Joanne Atkins  <b>Ipswich</b> Lucy Shepherd  <b>Rendlesham</b> Charlie Zakss  <b>Knettishall Heath Ranger</b> Charlie McMurray	<b>DEVELOPMENT TEAM</b>  <u>Community Fundraising Manager</u> Michael Strand  <b>Membership Dev Officer</b> Shaun Norris  <b>Lackford Visitor Officers</b> Michael Andrews Hawk Honey  <u>Fundraising Manager</u> Amelia Maling (Feb 19)  <u>Membership Manager</u> Samantha Grange  <b>Membership Assistant</b> Nicola Martin  <b>COMMUNICATIONS TEAM</b>  <b>Media Manager</b> Matt Gaw  <b>Design Manager</b> Clare Sheehan  <u>Campaigns Manager</u> Kerry Stranix  <b>Communications Officer</b> Jane Eade