



Suffolk Wildlife Trust recruitment pack

Planning and Biodiversity Adviser



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





You will be a key part of the Conservation Team, working with others to deliver the best outcomes for biodiversity through planning and also species and habitat recovery projects.

There are currently a number of Nationally Important Infrastructure Projects (NSIPs) associated with the Suffolk coast relating to energy generation and transfer into the grid. These include the proposal for a new nuclear power station at Sizewell and offshore wind installations and their onshore infrastructure, as well as opportunities for electricity exchange with other parts of Europe. There are also plans to upgrade the grid in other parts of Suffolk. Your key input will be through attendance at stakeholder meetings, webinars and workshops and writing detailed responses to consultations.

Responding to Local Plan consultations is another key area of our work. You will ensure that plan policies are robust in protecting and enhancing biodiversity and that site allocations avoid sites of biodiversity interest and maximise opportunities for biodiversity gain. Reviewing and responding to large planning applications will also form part of the role.

You will also play a key part in assisting with the delivery of a range conservation projects and will be actively encouraged to develop expertise in one or more specific areas.

OFFICE BASE:

Brooke House, The Green, Ashbocking, near Ipswich, IP6 9JY

WORK HOURS:

- 37.5 hours per week. Occasional weekends, evenings, with time off in lieu.
- Flexible working/working from home may be considered.

SALARY:

- £27,000
- Pension – 8% employer contribution

ANNUAL LEAVE:

- 31 days per year including bank holidays
- After 5 years' service 36 days annual leave per year including bank holidays.

STAFF DEVELOPMENT:

2 SWT away days per year to share knowledge and SWT updates.

REPORTING TO:

Conservation Manager

OVERALL PURPOSE OF ROLE

This is a key role working in the Conservation team to influence the planning system in Suffolk to ensure the best outcomes for biodiversity.

The nature of this role means that a full driving licence is essential.

MAIN RESPONSIBILITIES

- 1) Lead on responding to planning applications; strategic planning documents and other consultations where there are significant ecological issues or opportunities for biodiversity gain**
 - Review and respond to all Local Plan consultations
 - Review and respond to large planning applications to conserve and enhance biodiversity
 - Seek opportunities to deliver biodiversity net gain through planning
- 2) Lead the Trust's National Significant Infrastructure Projects (NSIPs) work**
 - Sizewell C
 - Offshore wind
 - Other NSIP projects including transport and energy transmission
- 3) Support the delivery of biodiversity training to local planning authorities including preparing and delivering workshops and written guidance**
- 4) Represent the Trust at external stakeholder meetings**
 - Contribute to the Suffolk Planning and Biodiversity Support Group's input to Local Planning Authorities on biodiversity matters
 - Support the preparation and delivery of the annual East of England Planning and Biodiversity Seminar
 - Attend other stakeholder meetings as required
- 5) Provide expert advice to the wider Trust teams, including the Trust's Ecological Consultancy**
 - Trust or consultancy projects which require planning consent or are in support of planning applications
- 6) Provide support for a range of conservation projects to enable delivery of the Trust's Conservation Strategy**
 - Support targeted species and habitat recovery projects by developing ecological expertise in one or more specific areas
- 7) Be an ambassador for Suffolk Wildlife Trust**

1. Experience and Qualifications

Essential

- University degree or equivalent in a relevant subject
- Working with a range of stakeholders to deliver net gain for biodiversity
- Experience of managing a diverse and complex workload
- Experience of reviewing and responding to planning consultations

Desirable

- Membership of a relevant professional body

2. Knowledge

Essential

- In depth knowledge and understanding of the UK planning system and how this relates to protecting and enhancing biodiversity
- Good working knowledge of habitats and species in Suffolk and relevant wildlife legislation

Desirable

- Knowledge of projects and the work currently being undertaken by the Trust in Suffolk
- Specialism in one or more species or habitats

3. Skills and Abilities

Essential

- Demonstrated ability to advise others of biodiversity issues and delivering successful outcomes
- Competent use of IT systems including Microsoft Office suite and GIS software
- Excellent written and verbal communication skills
- Ability to multi-task to ensure progress of simultaneous work streams
- Good report writing skills with the ability to convey information to a variety of audiences.

4. Key Competencies

Essential

- Communicating and influencing
- Diplomacy and team working
- Organised and self-motivated
- Prioritising to meet deadlines
- Responsible for building and maintaining relationships with partner organisations
- Ambassador for Suffolk Wildlife Trust whilst delivering activities and events; responsible for upholding the Trust's reputation, image and level of service

How to apply

For an application form please email
hr.support@suffolkwildlifetrust.org

Please email your completed job
application form to:
jobs@suffolkwildlifetrust.org

No agencies at this stage please.
Previous applicants need not apply.

**Closing date: 5pm, Monday 5th August
2019**

**Interviews to be held on Wednesday
14th August 2019**

Feedback will only be available for
candidates at the interview stage.





Chief Executive

Julian Roughton

Head of Property & Projects

Steve Aylward

Conservation

Head of Conservation

Ben McFarland

CONSERVATION TEAM

Conservation Manager
Simone Bullion

Conservation Advisers
Penny Hemphill
Tracey Housley

**Blyth River Catchment
Advisor**
Alice Wickman

Hedgehog Officer
Ali North

Conservation Planning
Vacancy
Jill Crighton

Consultancy Ecologists
Jill Crighton
Alison Looser

Reserves Adviser
Susan Stone

SUFFOLK COAST TEAM

Sites Manager
Alan Miller

**Coastal Reserves
Warden**
Sam Hanks

Sizewell Belts Warden
Dayne West
Sizewell Belts Asst Warden
Jamie Smith

**SOUTH EAST SUFFOLK
TEAM**

Sites Manager
Andrew Excell

**Meadows & Heaths
Warden**
Ben Calvesbert

Ipswich Volunteer Team
Steve Hook

Grazing Manager
Jane Barber

WEST SUFFOLK TEAM

Sites Manager
Will Cranstoun

Reserves Assistant
Joe Bell-Tye

Woodlands Warden
Giles Cawston

Woodlands Assistant
Jasmine Hardwick

Valley Fens Warden
Richard Young

Reserves Assistant
Debs Crawford

BROADS TEAM

Sites Manager
Matt Gooch

Broads Warden
Ellen Shailes

Lound Lakes Warden
Vacancy

Business Support

Head of Business Support

Sarah Meyer

Finance Officers:
Bridget Aldis
Liz Jones

RECEPTION TEAM

Reception Team Manager
Nikki Wilkinson

Receptionists
Gemma Foreman
Claire Rowan
Carole Wilson

HR Support Officer
Clare Rood

**Volunteering Support
Officer**
Gemma Foreman

Learning & Development

Head of Engagement

Christine Luxton

Fundraising Manager
Amelia Maling

DEVELOPMENT TEAM

Community Fundraising
Manager
Michael Strand

Membership Dev Officer
Shaun Norris
Annette Ellis

Lackford Visitor Officers:
Michael Andrews
Hawk Honey

Membership Manager
Samantha Grange

Membership Assistant
Nicola Martin

Design Manager
Clare Sheehan

Campaigns Manager
Kerry Stranix

Campaigns Officer
Ali North

Communications Officer
Jane Eade

Learning Manager

Sara Holman

Learning Officers:

Carlton Marshes
Joanna Shackleton
Katy Runacres

Foxburrow Farm
Cathy Smith
Emma Keeble

Lackford Lakes
Sophie Mayes

Redgrave & Lopham Fen
Deborah Key

Woodlands Ranger
Joanne Atkins

Ipswich
Lucy Shepherd

Rendlesham
Charlie Zakss

Mobile team:
Lauren Mack
Kirsty Wilmot
Vicky Bolton

Knettishall Heath Ranger
Charlie McMurray

Learning Dev Officer
Bev Rogers

Adult Learning
Claire Rowan