



Suffolk Wildlife Trust recruitment pack

Voluntary Internship



Registered charity
no. 26277

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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

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

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

Desirable

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

2. Knowledge

Essential

- Knowledge and understanding of natural history and nature conservation

3. Skills and Abilities

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

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

How to apply

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Please download and complete the separate application form

For an informal discussion or for any further queries please contact Bev.rogers@suffolkwildlifetrust.org
01473 890089

Closing date: 3 February 2020
Interviews to be held week beginning 10 February 2020.

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





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

Planning & Biodiversity Adviser

Vacancy

Planning Officer

Jill Crighton

Consultancy Ecologists

Jill Crighton

Alison Looser

Reserves Adviser

Susan Stone

Farmland Wildlife Adviser

Sam Hanks

Grazing Manager

Jane Barber

SOUTH EAST SUFFOLK TEAM

Sites Manager

Andrew Excell

Meadows & Heaths Warden

Ben Calvesbert

South East Suffolk & Mobile Team Warden

Steve Hook

WEST SUFFOLK TEAM

Sites Manager

Will Cranstoun

Reserves Assistant

Joe Bell-Tye

Woodlands Warden

Giles Cawston

Woodlands Assistant

Laurie Stearn

Knettishall Heath Ranger

Samantha Norris

Valley Fens Warden

Richard Young

Reserves Assistant

Debs Crawford

SUFFOLK COAST TEAM

Sites Manager

Alan Miller

Coastal Reserves Warden

Jamie Smith

Sizewell Belts Wardens

Dayne West

Carl Ansell

Sizewell Belts Asst Warden

Charlie McMurray

BROADS TEAM

Sites Manager

Matt Gooch

Broads Warden

Ellen Shailes

Reserves Assistant

Daniel Doughty

Lound Lakes Warden

Andrew Hickinbotham

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

Vacancy

Volunteering Support Officer

Gemma Foreman

Engagement

Head of Engagement

Christine Luxton

Community Fundraising Manager

Michael Strand

Membership Dev Officers

Shaun Norris

Lackford Visitor Experience Officers

Michael Andrews

Hawk Honey

Membership Manager

Nicola Martin

Membership Assistant

Hannah Hinchley

Design Manager

Clare Sheehan

Communications Manager

Sarah Groves

Digi Comms & Design Officer

Jane Eade

Carlton Visitor Experience & Centre Manager

Louise Gregory

Head of Learning

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

Learning Dev Officer

Bev Rogers

Adult Learning

Claire Rowan