



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



RESERVE BASES:

- Carlton Marshes, NR33 8HU
- Foxburrow Farm, IP12 1NA
- Redgrave and Lopham Fen, IP22 2HX

WORK HOURS:

3 days per week including some weekends where appropriate.

ASSIGNMENT:

12-months voluntary position

ANNUAL LEAVE:

12 days per annum

REPORTING TO:

Reserves Warden / Site Manager

ROLE DESCRIPTION

You will benefit from an individual tailor-made programme focusing on both personal and career development. You will work as part of a team who will help you to gain experience and acquire new skills while training on the job.

A current driving licence and own transport is essential.

WHERE YOU'LL BE WORKING

You will be based at the reserve you are applying for. As well as having this nature reserve as a permanent base during your placement, you may also have the opportunity to carry out duties on other reserves and meet other teams and volunteers.

WHAT YOU'LL BE DOING

You will assist in the practical management of the reserves working alongside Reserve Wardens, Reserve Assistants and volunteers. The nature of work varies seasonally as well as weekly; you could be carrying out footpath maintenance one day and coppicing or livestock fencing the next. In addition, you will assist with the preparation, organisation and at times leading volunteer work parties.

THE TIME YOU NEED TO GIVE

You are asked to work a minimum of three days a week and there is flexibility which days these can be through your internship. The hours of work will ideally compliment the reserve staff and can be discussed prior to commencement.

THE SKILLS YOU NEED

You won't need any specific skills apart from a positive, helpful and friendly approach. Although the role is focusing on helping with the practical management of the site, you will also need to be able to manage a team of volunteers and communicate with the public on site.

1. Experience and Qualifications

Desirable

- A Levels or equivalent
- Willingness to learn
- Experience of working in outdoor environments

2. Knowledge

Essential

- Knowledge and understanding of natural history and nature conservation

3. Skills and Abilities

Essential

- Ability to undertake physically demanding work in all weather
- 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
- Current full driving license

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

Training Opportunities

Throughout the seasonal calendar we offer training relevant to undertaking seasonal tasks; this could include formal brushcutter and/or strimming certification in summer to chainsaw training certification in winter.

In addition to these courses other training may also be offered such as; formal tractor training, hand tool use, volunteer leadership skills, team working, practical skills such as coppicing, fencing, and meadow mowing.

There will also be opportunities to be involved with various species monitoring schemes on the reserve(s) such as; surveying of birds, butterflies, plants, reptiles and invertebrates.

Skills Development

- First-hand experience in reserve management.
- Working in a range of habitats
- Learning new practical skills
- Surveying / monitoring skills
- Machinery handling and maintenance experience
- Leadership skills

Please download and complete the application form and email to Internships@suffolkwildlifetrust.org

Closing date: 9am, 06 March 2020.

Interviews to be held week beginning 23 March 2020, and week beginning 30 March 2020.

Start date: 15th April 2020

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

For any further queries please contact Internships@suffolkwildlifetrust.org





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 Adviser

Alice Wickman

Planning & Biodiversity Adviser

Jacob Devenney

Planning Officer

Jill Crighton

Consultancy Ecologists

Jill Crighton

Grazing Manager

Jane Barber

Reserves Adviser

Susan Stone

Farmland Wildlife Adviser

Sam Hanks

WEST SUFFOLK RESERVES TEAM

Sites Manager

Will Cranstoun

Reserves Assistant

Joe Bell-Tye

Woodlands Warden

Giles Cawston

Woodlands Assistant

Laurie Stearn

Knettishall Heath Warden

Samantha Norris

Valley Fens Warden

Richard Young

Reserves Assistant

Debs Crawford

SOUTH EAST SUFFOLK RESERVES TEAM

Sites Manager

Andrew Excell

Meadows & Heaths Warden

Ben Calvesbert

South East Suffolk & Mobile Team Warden

Steve Hook

South East Suffolk & Trimley Warden

Vacant

Sizewell Belts Warden

Carl Ansell

Sizewell Belts Assistant Warden

Charlie McMurray

NORTH EAST SUFFOLK RESERVES TEAM

Sites Manager

Matt Gooch

Broads Warden

Ellen Shailes

Lound Lakes Warden

Andrew Hickenbotham

North East Suffolk Warden

Jamie Smith

North East Suffolk Assistant Warden

Vacant

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

Carlton Visitor Experience & Centre Manager

Louise Gregory

Visitor Experience & Volunteering Officer

Vacant

Engagement

Head of Engagement

Christine Luxton

Head of Learning

Sara Holman

Community Fundraising Manager

Michael Strand

Membership Dev Officer

Shaun Norris

Lackford Lakes Visitor Experience Officers

Michael Andrews
Hawk Honey

Membership Manager

Nicola Martin

Membership Assistant

Hannah Hinchley

Design Manager

Clare Sheehan

Communications Manager

Sarah Groves

Digital Comms & Design Officer

Jane Eade

Grants Officer

Vacant

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

Adult Learning

Claire Rowan

Events Manager

Bev Rogers