

JOB DESCRIPTION

South East Suffolk & Trimley Warden



OFFICE BASE: Foxburrow Farm

WORK HOURS: 37.5 hours per week. Some weekends and occasional evenings with time off in lieu

SALARY: £21,750 - £23,500 pa (according to level of experience)

HOLIDAY: Pro rata of 31 days (including bank holiday)

REPORTING TO: South East Suffolk Sites Manager

RESPONSIBLE FOR: Assisting the South East Suffolk Sites Manager with day-to-day tasks and managing the volunteer team and regular internships

OVERALL PURPOSE OF ROLE

Suffolk Wildlife Trust is the leading conservation organisation in Suffolk, committed to achieving the best outcomes for biodiversity on its reserves. The **South East Suffolk and Trimley Warden** is a key member of South East Suffolk team and will support the Sites Manager to achieve the successful delivery of conservation management at Trimley Marshes, the wider Trimley Estate, Levington Lagoon and other reserves in South East Suffolk.

At Trimley Marshes, you will be working on a truly dynamic reserve on the Orwell estuary. It is currently one of the county's best performing breeding wader sites, and also supports spectacular numbers of overwintering wildfowl each year. The opportunities for improving biodiversity on the surrounding estate add to this exciting role.

You will be committed to recruit, develop and lead a team of volunteers in addition to regular internships to achieve excellent conservation management in accordance with the Trust's conservation objectives.

You will ensure accessibility and a welcoming atmosphere at all our reserves. Your friendly and engaging manner will help ensure all reserve visitors have a fulfilling and enjoyable experience.

You will be an ambassador for Suffolk Wildlife Trust, seeking opportunities to raise awareness of the Trust's work across all your day-to-day activities.

MAIN RESPONSIBILITIES

- 1. Work under the direction of the Sites Manager to ensure SWT's reserves are managed in accordance with conservation objectives: Trimley Marshes and Levington Lagoon, plus wider Trimley Estate work in agreement with landowners Trinity College and Bidwells land agents.**
 - Undertake the habitat management activities set out in the agreed reserves management plans and agri-environment agreements.
 - Develop and implement the SWT vision for biodiversity gains around the wider Trimley Estate.
 - Prepare, update, and implement reserve management plans.
 - Ensure all necessary consents for management work.
 - Produce annual reports for reserves.
 - Responsible for the care and maintenance of all relevant machinery and equipment.
 - Responsible for overseeing the Trimley Marshes visitor centre running, event planning and coordination of the weekend volunteer team.
 - Responsible for care and maintenance of Trimley Marshes reserve buildings, including the visitor centre, machinery barn, 5 hides and viewing platform.
 - Undertake and coordinate regular survey work required for monitoring to determine conservation objectives contained within the relevant management plans.

2. **Lead and manage the Trust's Trimley Marshes-based volunteers**
 - Recruit, encourage and support weekly volunteer teams in the management of the reserves and the wider Trimley Estate.
 - Recruit and supervise regular internships in the management of the reserves.
 - Agree work programmes and provide day to day support to volunteers.
 - Ensure Health & Safety procedures are communicated and adhered to by all volunteers on SWT's reserves.
 - Ensure all volunteers are aware of and abide by relevant SWT policies and codes of practice.
3. **Develop the role of the reserves as flagships for the Trust's work**
 - Work with partner organisations, landowners, and colleagues to rebuild biodiversity and deliver the Trust's Living Landscape Vision, particularly on the wider Trimley estate.
 - Raise awareness of breeding waders and wintering waterfowl in wildlife conservation and demonstrate habitat management through open days, guided walks and talks, media and SWT's magazine and social media.
 - Ensure that the reserve trails and site infrastructure are safe and accessible.
4. Use your skills and experience to support the Trust's overall conservation objectives in the south east of Suffolk.
5. **Support the South East Suffolk Sites Manager as required**