



Recruitment Information

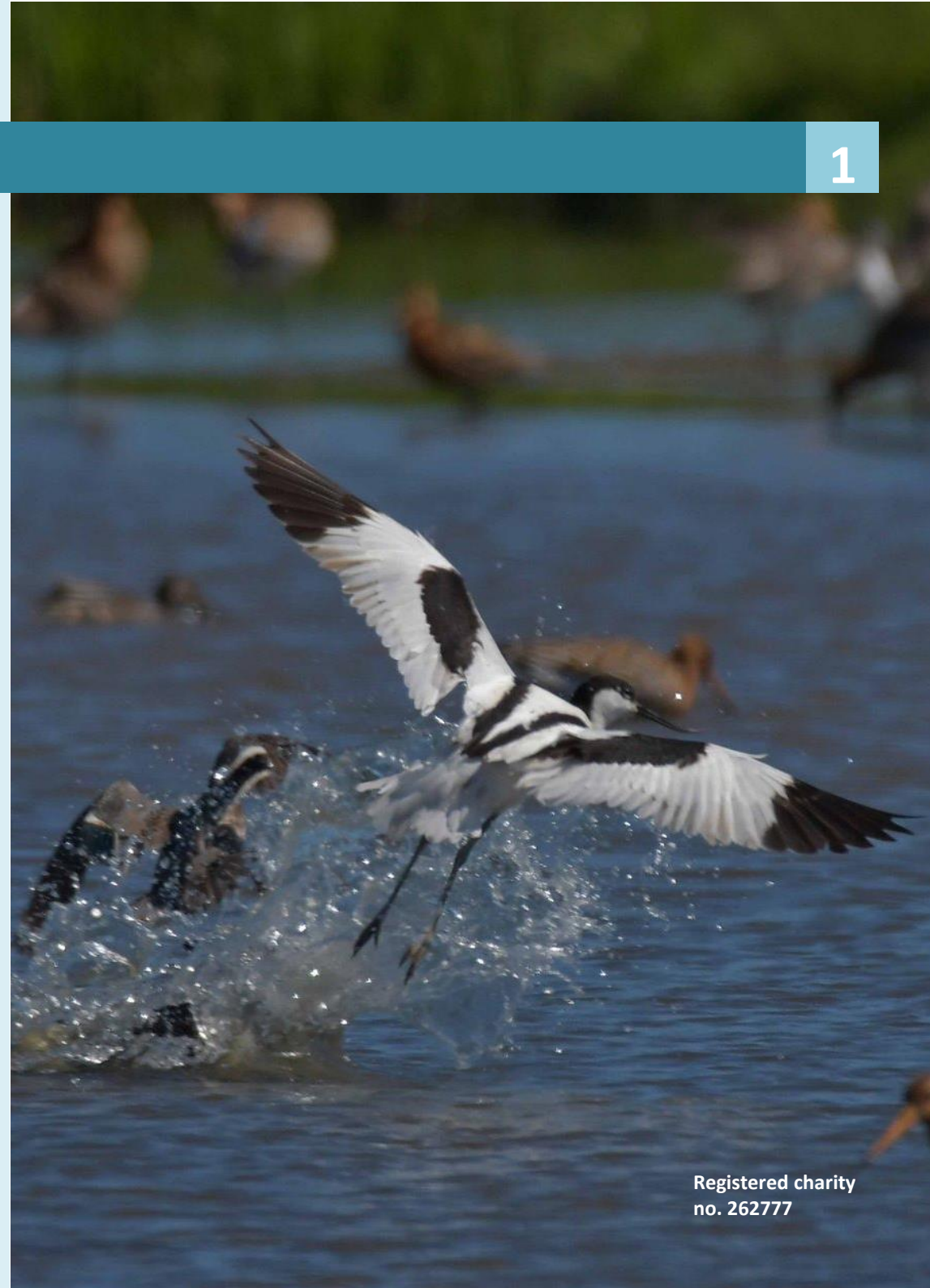
North East Suffolk Assistant Warden



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The opportunity

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Help us deliver our vision for a wilder Suffolk

This is an exciting opportunity to join our North East reserves team and manage some spectacular wildlife sites including:

Carlton Marshes - In the Waveney Valley at the southern tip of the Norfolk Broads and Suffolk Broads. It comprises a jigsaw of grazing marsh, fens, peat pools, short fen meadow, tall fen, dykes, pools and scrub.

Hen Reedbed - a blend of reedbeds, fens, dykes and pools created in 1999 to provide new breeding habitat for bittern and other wildlife

Dingle Marshes - a 229 acre mixture of coastal and freshwater habitats and a great contender for coastal adaptation initiatives.

Lound Lakes - supplying drinking water to the area the undulating land here is unusual for Suffolk and a botanical gem.

We have strong leadership, a talented team of staff and volunteers and a Board of Trustees committed to achieving the very best for wildlife and for the people of Suffolk.

Suffolk Wildlife Trust has much to be proud of and much to be excited about. The obvious manifestation of this is the culmination of our long held ambition to create a landscape-scale Broadland nature reserve at Carlton Marshes.

The transformation of Carlton Marshes has been a major focus, but our efforts for nature have continued unstinted across the whole county. We have made great strides to safeguard the wildlife of this wonderful county, but there is much still to do. We have a number of new and exciting projects underway and ambition for more, to drive our vision for a wilder Suffolk.

But for us, our vision is not all about material projects; our strategic framework recognises that a wilder Suffolk relies on everyone doing their bit for nature. We are in no doubt that reaching out to more people within our county is fundamental to long term success.

We are looking for a committed team player with a passion for nature to help us manage a network of nature reserves with a range of habitats.



Suffolk Wildlife Trust is the county'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 1,300 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 wilder landscapes where nature can thrive and once-common 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. Each year more than 60,000 people are involved with a wildlife activity organised by the Trust and many more enjoyed our nature reserves independently.
- We have a dedicated team of 12 Trustees and more than 70 members of staff.

Suffolk Wildlife Trust is proud to be part of The Wildlife Trusts – a UK federation of 46 individual Wildlife Trusts managing more than 2,300 nature reserves and with 850,000 members.



Suffolk Wildlife Trust is here to enable everyone to play their part in restoring Suffolk's wildlife and wild places.

Our nature reserves are places of tranquillity and 'naturalness' where people can 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, with better, bigger and more joined up spaces for nature to enable wildlife to adapt to these changes.

We believe life with nature is good for us all and that society will care more and do more to help if people feel connected to nature. So, through our wide-ranging learning activities and the visitor experience we create at our centres we are striving to make nature part of everyday life, for everyone.

Our values reflect this:

- We will lead by example and 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 & empowering local action for wildlife
- We are a learning organisation. We will be gutsy and embrace new ideas to achieve our vision



DUEL OFFICE BASE:

Carlton Marshes, Lowestoft, NR33 8HU
Church Farm, Thorington, IP19 9JG

Regular travel to Suffolk Wildlife Trust sites and offices across northeast Suffolk

WORK HOURS:

37.5 hours per week

Regular weekends and occasional evening

With time off in lieu

OVERALL PURPOSE OF THE ROLE

Suffolk Wildlife Trust's vision is a wilder Suffolk, where nature is thriving and abundant, because *everyone* is doing *more to help*. It is the leading conservation organisation in Suffolk, committed to achieving the best outcomes for biodiversity on its reserves. The **Broads Reserves Assistant Warden** is a key member of North East Suffolk team and will support the team and the Broads Reserves Warden to achieve the successful conservation management on Trust reserves in North East Suffolk. Your specific sites include **Carlton Marshes, Castle Marshes, Oulton Marshes, Gunton Meadow, Gunton Warren** with additional support to **Lound Lakes, Church Farm, Dingle Marshes, Darsham Marshes, Winks Meadow, Hen Reedbed and Reydon Wood.**

This role is committed to managing Trust nature reserves in North East Suffolk to achieve our high conservation standards to support 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 that all reserve visitors and volunteers have a fulfilling and enjoyable experience.

As an ambassador for Suffolk Wildlife Trust, the role will also seek opportunities to raise awareness of the Trust's work at every opportunity.

MAIN RESPONSIBILITIES

Use your skills and knowledge to ensure your sites meet conservation goals, supported by the Warden Team.

- Deliver the reserve management plans.
- Carry out all practical conservation tasks across the reserves.
- Undertake survey work as required to measure progress against the plans.
- Help produce annual reports for your reserves.
- Take responsibility for the care and maintenance of all relevant machinery and equipment.

Lead and manage a team of North East reserves volunteers, supported by the Warden Team.

- Recruit, encourage and support volunteers in the management of the reserves.
- Agree work programmes and provide day to day support to volunteers.
- Ensure health and safety procedures are communicated and adhered to, at all times on our reserves.
- Ensure all volunteers are aware of and abide by relevant Trust policies and codes of practice.
- Recruit and supervise internships.

Develop the role of the reserves as flagships for the Trust's work.

- Raise awareness of wildlife conservation and demonstrate habitat management through open days, guided walks and talks, media and the Trust's magazine and social media.
- Ensure that the reserve trails and site infrastructure are safe and accessible.

Support the North East Sites Manager and work with other reserves staff in management of reserves in North East Suffolk.

Be an ambassador for Suffolk Wildlife Trust across all your day-to-day activities.

- Work as a public facing member of the reserve team.
- Ensure work is carried out in conjunction with the Carlton Visitor Experience Team.

Use your skills and experience to contribute holistically to the Trust's vision for a Wilder Suffolk.

1. Key competencies

- Passionate about conservation
- Great interpersonal skills
- Highly motivated
- Able to work independently but also a collaborator
- Ability to think on your feet and get things done.

2. Qualifications

- Minimum – 5 GCSE's Grades A-C (or equivalent)
- Desirable – A' level qualifications or equivalent

3. Experience

- Previous experience in a similar role
- Volunteer management
- Habitat management experience
- Knowledge and experience of wetland, grassland, woodland and heathland habitat management
- Experience at species surveying.

4. Knowledge

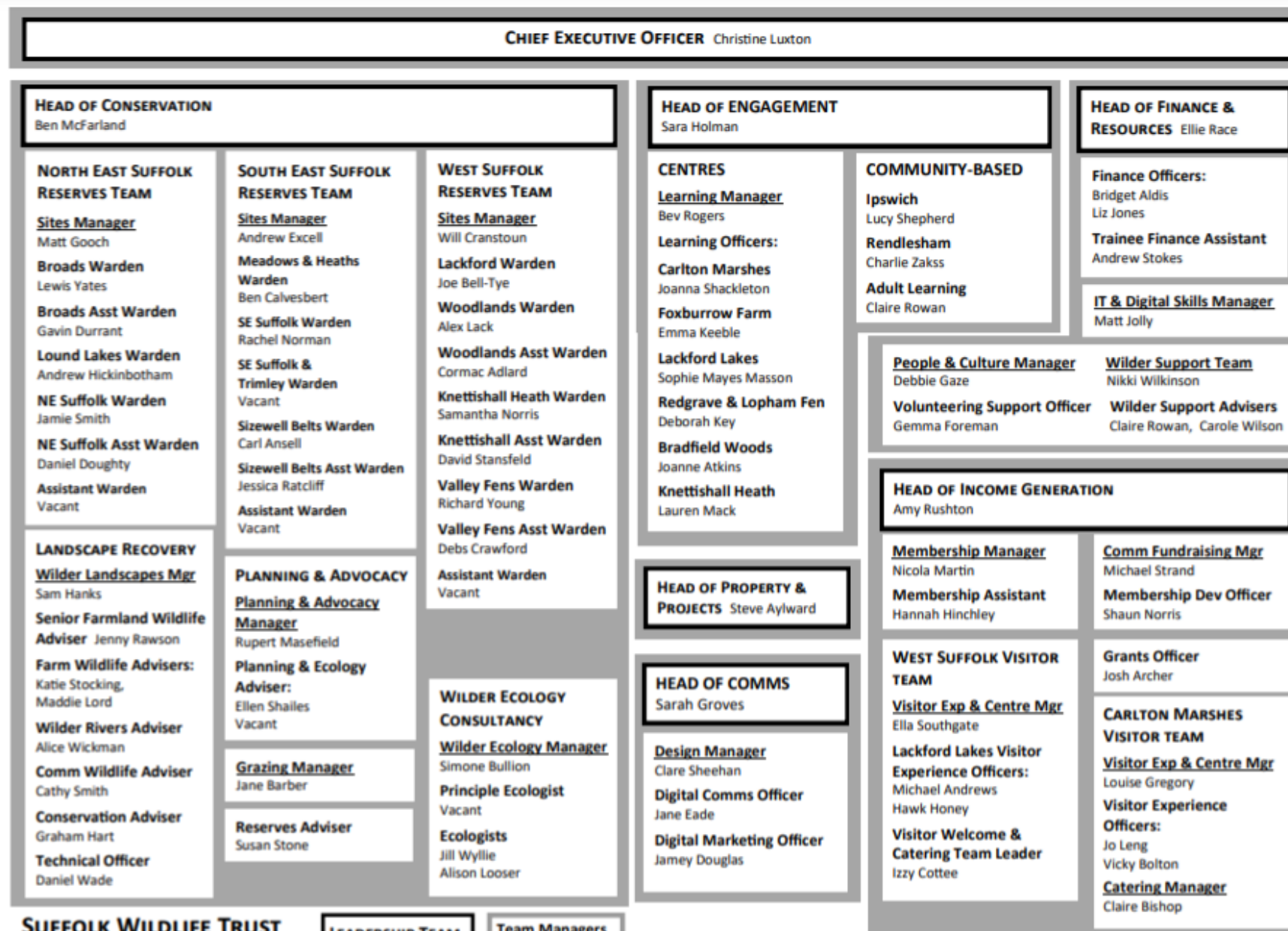
- Good knowledge of conservation, including species and habitat conservation priorities in Suffolk.
- Excellent general habitat and species knowledge
- Understanding of agri-environment schemes and cross compliance
- Familiarity with Health & Safety requirements, and demonstratable knowledge of safe working practices when working with volunteer groups, alone or in small teams.

5. Skills and abilities

- Ability to work on own initiative and contribute effectively to a team.
- Ability to prioritise and meet deadlines.
- Good practical conservation skills.
- A full, clean driving licence is Essential.
- Tractor, chainsaw, brushcutter qualifications are Essential.
- first aid qualification experience.
- Familiar in use of MS Office and familiar with GIS software.

6. Personal qualities

- High level of enthusiasm, self-discipline and initiative
- Self-motivated, self-reliant and capable.
- Takes pride in professional conduct at all times.
- A willingness to learn and develop specialist skills.
- Adaptable and flexible
- Practical approach to problems and a positive can-do attitude
- Personable, polite and engaging demeanour with staff, volunteers and the general public
- Commitment to environmental issues and a willingness to learn necessary ecology on the job for appropriate and effective management.



Key terms

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You will have a base at Carlton Marshes and Church Farm and be expected to travel across a number of different sites.

The post is permanent with a standard working week of 37.5 hours. Evening and weekend activities are likely to be necessary to fulfil the requirements of the role.

Salary range: £20,000 - £22,000 pa according to experience.

A Pension Scheme is available with 8% employer's contribution.

Annual Leave entitlement is 31 days including Bank Holidays and you get your birthday off as a bonus day.

We also offer a comprehensive employee assistance program.

Suffolk Wildlife Trust is an equal opportunity employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender identity, religion or belief, marital status, or pregnancy and maternity.

The countywide nature of this role means a full driving licence is required.

To undertake this role, you must be free to remain and take up employment in the UK with no current immigration restrictions.



How to apply

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Your application should consist of a CV, application form and covering letter.

- Please send your application to: recruitment@suffolkwildlifetrust.org
- Closing date is Friday 13th February and interviews will take place on the 17th February at Carlton Marshes, Lowestoft.

If you have any specific questions about the role, please contact our North East Sites Manager: matt.gooch@suffolkwildlifetrust.org

Thank you for your interest in Suffolk Wildlife Trust and good luck.

