

ROLE DESCRIPTION AND PERSON SPECIFICATION

Assistant Warden (South East Suffolk)

BASE OF WORK:

Foxburrow Reserve, with regular travel across the county.

REPORTING TO:

Warden (Heaths and Meadows)

VOLUNTEER MANAGEMENT

Volunteer manager tasks include leading on volunteer recruitment, onboarding, work parties, recognition and day-to-day management of volunteers.

ROLE PURPOSE

Suffolk Wildlife Trust is an inspiring and impactful organisation with a compelling vision for our county “[A Wilder Suffolk where nature is thriving and abundant because everyone is doing more to help](#)”.

In the decade to 2030, we are committed to scaling up our activities across the county, to bring nature back to Suffolk. Our aim is for 30% of our county to be connected and well looked after for nature by 2030, so that our species and habitats can recover and thrive – and for 1 in 4 people to be actively helping to achieve this.

As the Assistant Warden, the post holder will play a central role in realising these ambitions by working with the Reserves team to implement effective habitat management, contributing to biodiversity gains around the reserves and supporting the management of Trust livestock with our grazing team.

The post holder will undertake regular surveys to monitor progress against conservation targets, maintain relevant machinery and equipment and assist in the preparation of annual reports. In addition, they will manage their volunteer teams, ensuring that Health & Safety procedures are understood and followed, essential training needs are organised and everyone involved feels supported, engaged and motivated to support the Trust’s critical conservation work.

Acting as an ambassador for Suffolk Wildlife Trust, the post holder will promote best-practice habitat management to partners, landowners, and the wider community, engaging the public through their visits to reserves, open days, guided walks and social media. Through maintaining safe, accessible trails and infrastructure and creating vital links to other high-value sites, the Assistant Warden will support in establishing Suffolk Wildlife Trust reserves as a flagship for nature recovery within the southern Broads National Park and Suffolk Coast, contributing directly to the Trust’s goal of a Wilder Suffolk for all.

MAIN RESPONSIBILITIES

Every staff role has three key areas of focus known as the “Power of 3” to support our mission to bring nature back. Typically, you should expect to spend 80% of your time on these:

1) Meeting Conservation Objectives

- Carry out the habitat management activities set out in the agreed reserves management plans and/or agri-environment/woodland management agreements and as instructed by the Warden.
- Help to develop and implement the SWT vision for biodiversity gains around sites.

- Actively contribute to the management of any SWT livestock, liaise with graziers and as part of the team be included in any team rotas alongside work with our Grazing Manager.
- Work under all necessary consents for management work.
- Contribute to information required for all annual report writing processes.
- Supervise contractors to support reserve management.
- Assist with the care and maintenance of all relevant machinery and equipment.
- Assist with care and maintenance of structures within the reserves.
- Undertake regular survey work and contribute to written reports required for monitoring - to determine conservation objectives contained within the relevant management plans.

2) Manage Volunteers

- Engage, communicate, recognise, recruit and manage own volunteer team including use of the Trust's volunteer management system.
- Coordinate local volunteer thank you events.
- Encourage and support regular volunteer teams in the management of the reserves.
- Ensure work programmes are carried out and provide day to day support to volunteers.
- Ensure Health & Safety procedures are communicated and adhered to by all volunteers on the Trust's reserves.
- Monitor essential and CPD volunteer training requirements and renewal periods.
- Ensure all volunteers are aware of and abide by relevant SWT policies and codes of practice.

3) Ensure reserves are a flagship for the Trust's work

- Assist the Warden's work with partner organisations, landowners and colleagues to restore nature and deliver the Trust's Wilder Landscape Vision.
- Raise awareness of wildlife conservation and demonstrate habitat management through open days, guided walks and talks as required, including regular submissions to the Trust's social media platforms.
- Ensure that reserve trails and site infrastructure are safe and accessible.

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

PERSON SPECIFICATION

Essential

- A personal commitment to Suffolk Wildlife Trust's mission to bring nature back.
- Excellent knowledge of habitats and species, including conservation priorities in Suffolk.
- Well-versed in conservation principles and practices, especially regarding Suffolk's species and habitats.
- Hold a valid UK driving licence to enable travel to reserves and locations for work.
- Highly motivated and passionate about wildlife conservation.
- Capable of undertaking physically demanding tasks outdoors in all weather conditions and under seasonal pressures.
- Effective team player with strong communication skills; able to work independently with a "can-do" attitude.
- Exhibits excellent interpersonal abilities, crucial for engaging with colleagues, volunteers and the public.
- Competent in IT (we use Microsoft 365).
- Familiar with Health & Safety requirements and can demonstrate safe working practices when leading volunteer groups or working alone or in small teams.

Desirable

- Hold a relevant degree or conservation qualification (or equivalent qualification).
- Previous experience in a similar role, including knowledge and confidence with livestock.

- Hold certifications and tickets with industry standard conservation power tools particularly chainsaw, brushcutter and tractor operations.
- Experience in breeding bird and wetland bird survey work.
- Understanding of agri-environment schemes and cross compliance.

OUR CULTURE

Our organisational culture matters to us and enables us to achieve more for wildlife.

Your role description explains the three key areas of focus of your role. What is equally important is how you do it. Suffolk Wildlife Trust is a gutsy organisation - we show courage, determination and spirit, learning from experience and embracing new ideas.

We are driven by our shared values and passion for nature and support each other – staff and volunteers - to be the best we can to deliver for nature. We constantly strive to communicate and collaborate brilliantly, representing Suffolk Wildlife Trust in a friendly, professional and well-informed manner.

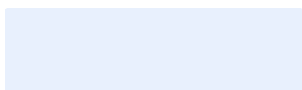
ADDITIONAL INFORMATION

- The role may entail some evening and weekend working.
- The role requires an interest in working for a charity that is determined to protect wildlife for the future and for the people of Suffolk.
- The role requires the ability to drive, including a full driving licence and use of a vehicle, though pool vehicles may sometimes be available.

WILD ABOUT INCLUSION

Suffolk Wildlife Trust is committed to an inclusive and diverse workplace where everyone is welcome. As a conservation charity, we recognise the importance of diversity in both nature and our workforce of staff and volunteers. We strive to ensure that everyone feels valued and empowered to contribute to our vision of “A Wilder Suffolk where nature is thriving and abundant because everyone is doing more to help”.

Signature



Date Click to enter a date.