

Assistant Warden
South East Suffolk
Based at Foxburrow Nature Reserve



Suffolk
Wildlife Trust



The Opportunity

3

As the Assistant Warden, the post holder will work and support the Reserves team to implement effective habitat management, contributing to biodiversity gains around the reserves covering South East Suffolk and supporting the management of Trust livestock with our grazing team.

The successful person 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, landowner, and the wider community, engaging the public through their visit 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.

This is a fantastic opportunity to get involved with a local wildlife trust and do amazing things for wildlife.



Could this be your next career move?

This is an exciting career opportunity and the chance to make a real impact for nature

Credit: D. Boulton



Marsh Harrier “Tatiana”

Suffolk Wildlife Trust is the county's nature charity – protecting and restoring Suffolk's wildlife

Since the Trust was founded in 1961, we have been leading conservation efforts in Suffolk and have safeguarded some of the county's most important wildlife areas as nature reserves.

As a grass-roots organisation, we aim to deliver our ambition to '**Bring nature back**' by inspiring people and empowering communities to care and to act for nature, as well as managing our 50 nature reserves and advocating for wildlife.

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.



Our Ambition

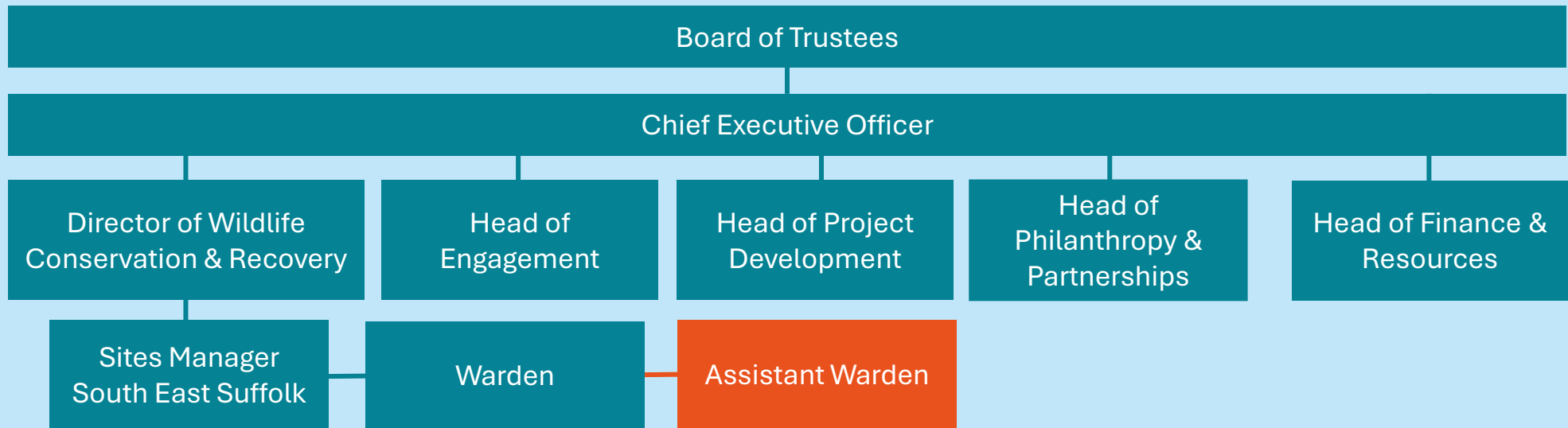
To protect and restore 30% of Suffolk's land and sea for nature's recovery

About Suffolk Wildlife Trust

6

Suffolk Wildlife Trust is an organisation that makes a difference

We are a registered charity with a Board of Trustees, 100 members of staff, 1,300 volunteers and 28,000 members. The Trust is part of The Wildlife Trusts – a UK federation of 46 local Wildlife Trusts through the UK that together has a powerful collective voice with over 850,000 members and caring for more than 2,300 nature reserves. Suffolk Wildlife Trust have five departments, each with a senior leader or ‘Head of’ responsible for a key area of activity and a team of Managers who bring operational leadership to their area of activity.



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

Suffolk Wildlife Trust is a gutsy organisation. We are driven by our shared values for nature & support each other to be the best we can. We constantly strive to communicate & collaborate brilliantly, representing the wildlife trust in a welcoming, professional & well-informed manner.



Every staff role has three key areas of focus that directly support our mission to bring nature back. Typically, you should expect to spend 80% of your time on:

1. 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.

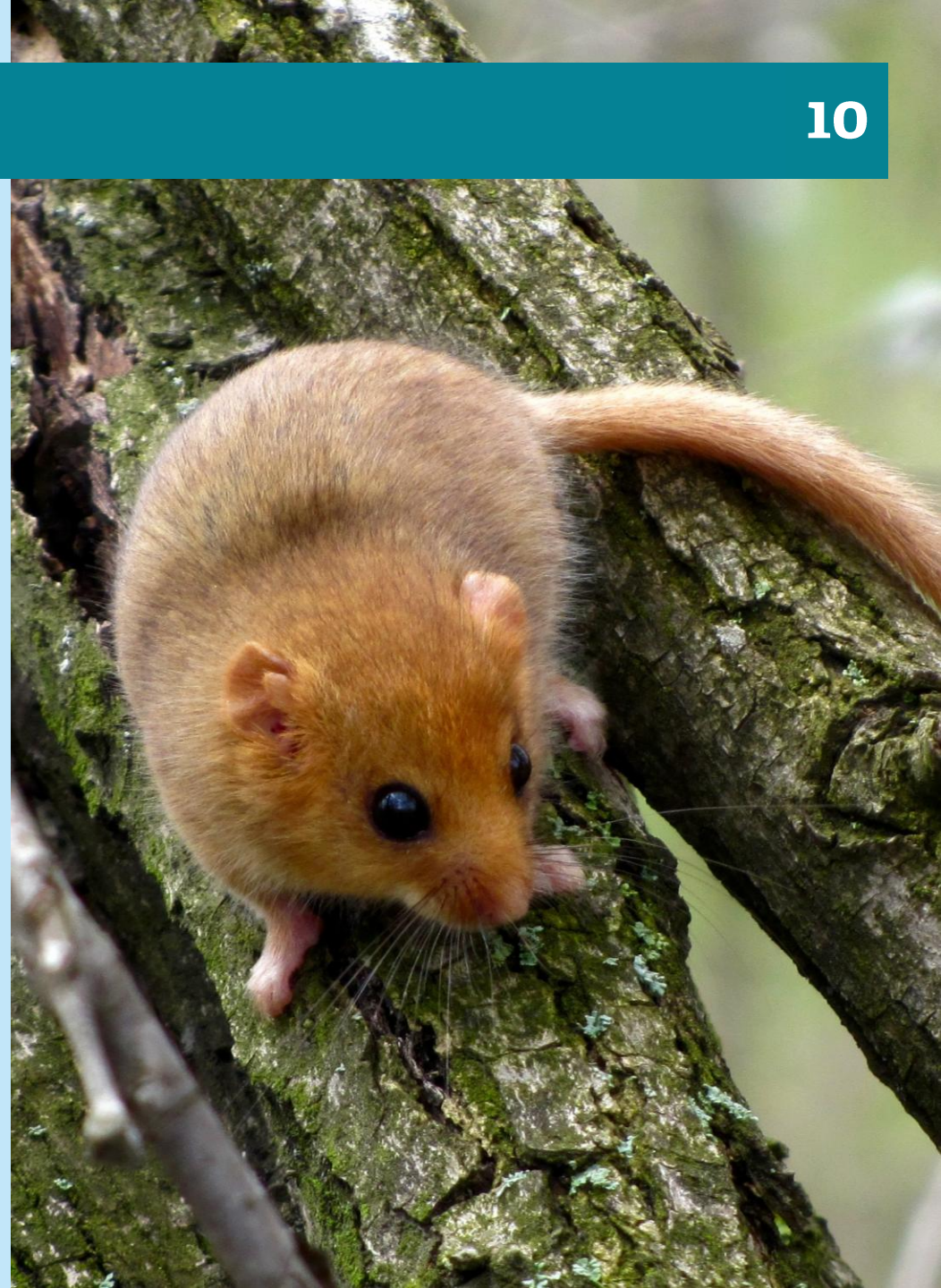
2. Manage Volunteers

- 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.



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 beliefs, values, passion for nature and supporting each other – staff and volunteers - to be the best we can to deliver for nature.

We strive to communicate and collaborate brilliantly, representing Suffolk Wildlife Trust in a friendly, professional and well-informed manner.

Supporting Colleagues

This is a cross-team role, providing support to colleagues and our wonderful volunteers through the systems and processes you manage, and your can-do attitude and approach.

Our Beliefs

Everything we do, and how we do it, reflects our belief in nature:

Nature has value in its own right

The world of nature is a place for everyone

People will care more and do more to help if they feel connected to nature.

Everyone will benefit from the environmental, social and economic benefits the natural world brings to society.

Our Culture

Our culture is how we work together, to empower each other, and our county, to achieve more for nature:

We Support each other

People flourish

Agility and innovation drive success

Collaboration strengthens our impact

Everyone plays their part

Inclusively thrives



	Essential	Desirable
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.	✓	
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.		✓

Terms and Conditions

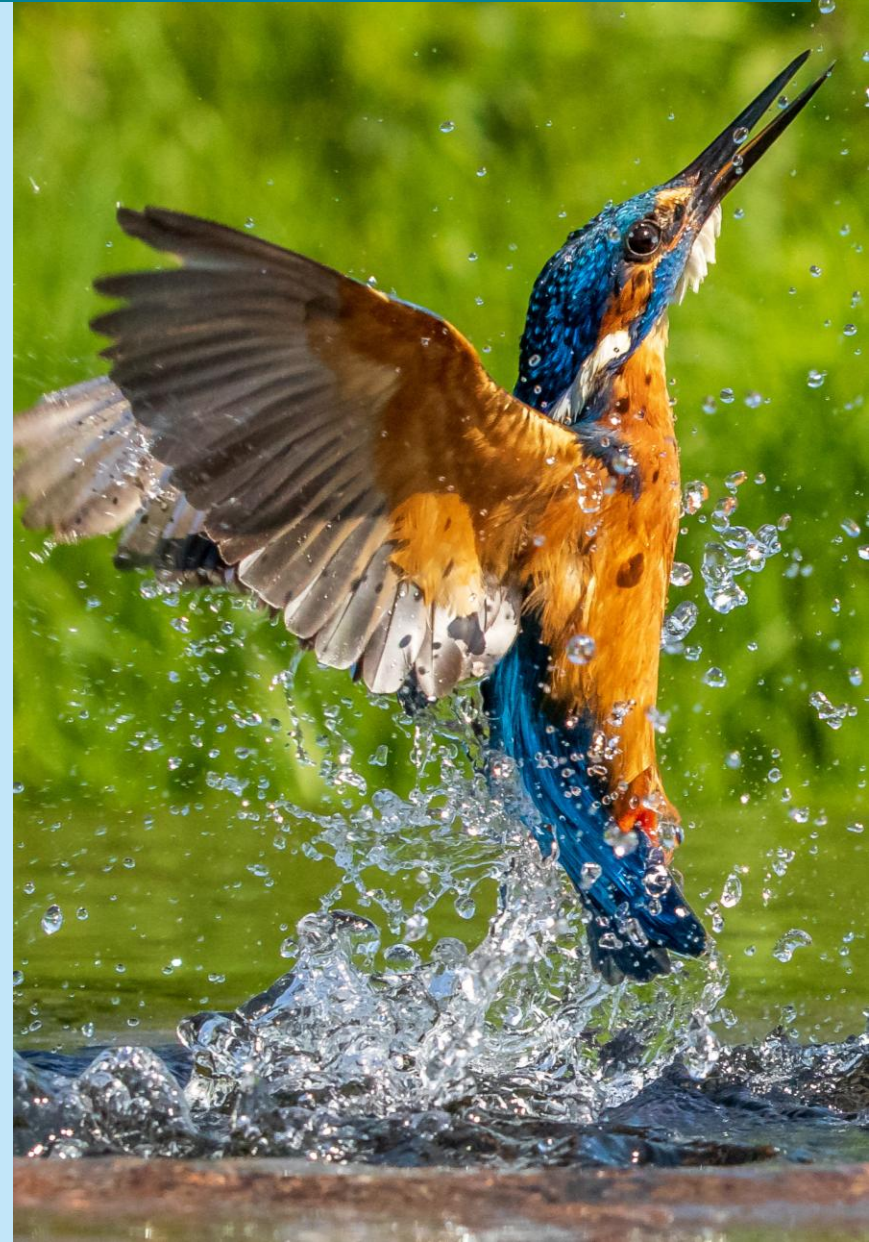
This is a permanent, full-time position working 37.5 hours per week (five out of seven days each week) based at our offices at Foxburrow Nature Reserve (near Woodbridge). The starting salary will be between £24,000 and £26,459.00 per annum, depending on skills, knowledge and experience.

Employee Benefits

Annual leave entitlement starts at 33 days per annum (including Bank Holidays), increasing annually to 38 days plus employees receive an extra day off for their birthday.

We offer a 9% employer pension contribution with no employee contribution required, free 24-hour Employee Assistance Programme, free life insurance from day one of employment, free access to a private GP for themselves and their household and discounts at high street retailers. Staff can also enjoy a 10% discount in our visitor centre cafes, including retail plus public engagement staff receive logo clothing.

As part of our team, you'll join a passionate organisation dedicated to enhancing the natural world, with opportunities to work across some of the most beautiful locations in the county.



How to apply

15

To apply for this opportunity, please submit an application via our website by 9:00am on Monday 19 May 2025. The application process will include uploading a CV and optional cover letter.

The interviews are planned for Friday 30 May at Foxburrow Nature Reserve. Please indicate on the application your availability for interview (between 9:30am and 4:00pm).

If you would like an informal discussion about the role, you can email me on ben.calvesbert@suffolkwildlifetrust.org.

Thank you for your interest in bringing your talents, experience and skills to Suffolk Wildlife Trust. I look forward to receiving your application.

Ben Calvesbert
**Warden (Meadows & Heaths
South East Suffolk)**



Foxburrow Nature Reserve

Credit: Jesse Walker



**Together, we can create a
wilder Suffolk for everyone**