

## ROLE DESCRIPTION AND PERSON SPECIFICATION

### Assistant Farm Wildlife Adviser

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#### BASE OF WORK:

Brooke House with regular travel across the county, focussing on the Waveney Valley.

#### REPORTING TO

Wilder Landscapes Advice Manager

#### VOLUNTEER MANAGEMENT

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

## ROLE PURPOSE

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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.

Working within the Farm Wildlife Advice Team, and as part of the wider Wilder Landscapes Team, the post holder will support the delivery of wildlife advice and habitat improvement across Suffolk's farmers and landowners, helping the Trust achieve its vision for a Wilder Suffolk and strategic goals of 30% of our county to be connected and well looked after for nature by 2030.

You will work closely with the Farm Wildlife Advisers and under the direction of the Wilder Landscapes Advice Manager to help maintain and strengthen networks within the farming and land management community. Through this, you will support the development of landscape-scale projects that deliver tangible benefits for priority species and habitats across Suffolk's farmed landscapes.

You will assist the with day-to-day advisory work, helping to provide practical support to farmers and landowners to create and enhance habitats and to manage land in ways that benefit both wildlife and sustainable farming.

#### MAIN RESPONSIBILITIES

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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) Assist Farm Advice Team to provide expert wildlife advice to Farmers and Land Managers

- Utilise your skills and experience to assist with the delivery of wildlife advice to farmers in Suffolk.
- Assist with farmers and landowners to inspire them to take action to help Suffolk's wildlife either through existing or recommended management or via wilding approaches. With support from the Farm Advice Team provide informal habitat management advice through site visits, reports, signposting.
- Assist with supporting farmer and landowner clusters.

- Develop expertise in specialist areas of farming, farm wildlife as part of your professional development, to benefit your work and strengthen the team overall.
- Report successes internally to colleagues.

## **2) Assist Farm Advice Team with delivery of funded projects on habitat enhancement and creation that deliver strategic objectives.**

- Including agri-environment schemes, other government grants, and private investment opportunities.
- Delivering investment in biodiversity on farmland to support our priority species and habitats, at the direction of the Wilder Landscapes Advice Manager, alongside Farm Wildlife Advisers.
- Assist Farm Advisers in developing and delivering agri-environment scheme advice, including supporting scoping, application development and delivery under supervision.

## **3) Expand influence on wildlife friendly farming to a wider audience of landowners, farmers stakeholders and public across Suffolk**

- Assist with organisation and delivery of Farm Wildlife Advice team events for farmers and landowners, to widen our audience across Suffolk farmers and landowners and build our position as leading experts in the county.
- Assist with reporting successes externally to the wider public through events, articles, social media and meetings
- Represent the Trust at external stakeholder meetings.
- Be an ambassador for Suffolk Wildlife Trust.

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

## **PERSON SPECIFICATION**

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- A personal commitment to Suffolk Wildlife Trust's mission to bring nature back.
- Commitment to environmental issues and a passion for wildlife.
- Working knowledge of species or groups of conservation priority.
- Strong organisational, administrative & IT skills (Microsoft 365 environment including Teams & SharePoint).
- Good interpersonal, communication and networking skills.
- Practical approach to problem solving.
- Personable, professional and engaging demeanour with the public and Trust staff & volunteers.
- Ability to engage, influence and talk to different types of people and groups.
- A self-starter, with an ability to work independently effectively.
- Full UK driving license.
- A willingness to learn.
- Understanding of agri-environment schemes (desirable).

## **OUR CULTURE**

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**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.

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## **ADDITIONAL INFORMATION**

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- The role is a 12-month fixed-term position funded by Heritage Lottery Fund as part of Suffolk Wildlife Trust's Worlingham Marshes Project.
- 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**

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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".