

Assistant Warden

North East Suffolk

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.





Church Farm Marshes Nature Reserve

Credit: Steve Aylward

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 ambitious mission to **'Bringing Nature Back'** by inspiring people and empowering communities to care and to act for nature, as well as managing our 50 nature reserves, two visitor centers and advocating for wildlife.

In the decade to 2030, we are committed to scaling up our conservation and engagement activities across the county. 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.



Cuckoo

The Opportunity

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As an Assistant Warden you will be a key member of the Reserves Team supporting the Warden to deliver high-quality conservation management across a network of Suffolk Coast reserves, which include Church Farm Marshes, Reydon Wood, Hen Reedbeds, Dingle Marshes, Darsham Marshes, Winks Meadow and others as may be required.

The post holder will help implement habitat management plans, contribute to agri-environment schemes, carry out survey and monitoring work and ensure the welfare of Trust livestock, as well as maintaining machinery, vehicles, infrastructure and access so that reserves are safe, well cared for and managed in line with the Trust's conservation objectives.

A central part of the role is working alongside and leading volunteers to achieve excellent on-the-ground conservation outcomes. You will plan, coordinate and supervise volunteer work parties, ensuring tasks are well organised, enjoyable and delivered safely, with all Health & Safety procedures followed. You will support volunteer recruitment and induction, build strong relationships with new and existing volunteers, and keep them informed, motivated and engaged so they feel valued and connected to the Trust's work.



Badger

The Opportunity

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You will help showcase these reserves as ‘flagships’ for the Trust’s work, acting as a visible ambassador for Suffolk Wildlife Trust. This includes keeping trails, signage and interpretation welcoming and accessible, supporting open days, guided walks and talks and contributing to social media, the Trust’s magazine and other communications.

The Assistant Warden will be a practical, self-motivated person with a strong commitment to bringing nature back. You will have good conservation and habitat management knowledge, experience in a similar role (paid or voluntary) and be confident using tools and machinery, including chainsaws and brushcutters. You’ll be fit for physically demanding outdoor work in all weathers, well organised, a good team player, able to coordinate and motivate volunteers, confident with Microsoft 365 and hold a full driving licence.

Desirable skills, knowledge & experience include holding a higher-level countryside or environmental qualifications, wider reserve management, visitor engagement and volunteer management. Skills such as tractor driving and using GIS, volunteer management systems or CRM systems are an advantage, alongside an enthusiastic, adaptable attitude and a willingness to learn and get things done.



Serotine Bat



Marsh Harrier

About Suffolk Wildlife Trust

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Suffolk Wildlife Trust is an organisation that makes a difference

We are a registered charity with a Board of Trustees, 100 members of staff, 1,200 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.



About the Role

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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. Work under the direction of the Warden to ensure Suffolk Wildlife Trust reserves are managed in accordance with conservation objectives:

- Input into agri-environment scheme agreements as required in conjunction with the Warden and Reserves Officer that help deliver desired management outcomes.
- Provide input into annual reports and other updates for all 'home' reserves.
- Undertake under the direction of the Warden, the habitat management activities set out in the agreed reserves management plans and/or agri-environment/woodland management agreements.
- Under the direction of the Warden contribute to preparation of tender, specifications and other relevant contract documents for contractors. Supervise contractors as required to support reserve management.
- Undertake the care and maintenance for all machinery, vehicles and equipment.
- Undertake the care and maintenance of reserve infrastructure.
- Undertake regular survey work and produce written reports required for monitoring that determine conservation objectives.
- Ensure the high standards of welfare for Trust livestock on reserves are met.



Work Party

Credit: Richard Osbourne

2. Lead and manage the Trust's Volunteers on the Suffolk Coast.

- Lead reserve volunteers – deliver day-to-day management of volunteers across your area.
- Input into work schedules for your home reserves in conjunction with the Warden.
- Ensure Health & Safety policies and procedures are communicated and adhered to, including incident reporting, COSHH and HAVs by staff and volunteers.

3. Lead and manage the Trust's Volunteers on the Suffolk Coast.

- Raise awareness of wildlife conservation and demonstrate habitat management by being an ambassador, through open days, guided walks and talks as required. Including regular submissions to SWT social media platforms, radio interviews and information to SWT's magazine.
- Report issues and undertake management work under the direction of the Warden to ensure reserve trails, information signs, interpretation and site infrastructure are safe, clean and accessible.



Dormouse

Our Workplace Culture at Suffolk Wildlife Trust

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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 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



Barn Owl

	Essential	Desirable
A personal commitment to Suffolk Wildlife Trust's mission to bring nature back	✓	
Minimum of five GCSE 9-4/A-C (or equivalent) including English and Maths	✓	
Previous experience in a similar role (paid or voluntary).	✓	
Broad habitat and conservation management experience, with awareness of agri-environment schemes and Cross Compliance.	✓	
Good IT skills, including Microsoft 365, and willingness to use systems such as GIS, volunteer management and CRM.	✓	
Familiar with Health & Safety requirements.	✓	
Strong team player with excellent interpersonal and communication skills, able to coordinate and lead volunteers.	✓	
Well organised, good time management, practical and adaptable problem-solver.	✓	
Experienced user of chainsaws and brushcutters.	✓	
Self-motivated, enthusiastic, engaging and committed to environmental issues.	✓	
Physically able to undertake demanding outdoor work in all weathers.	✓	
Higher-level qualification or experience in countryside, environmental or land management.		✓
General reserve management, visitor engagement and volunteer management experience.		✓
Tractor driving, pesticide use and understanding of small and large machinery.	✓	
Ability to assess and manage risk, including point-of-work risk assessments.		✓
Innovative, proactive and able to think on your feet to get things done.		✓

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 Church Farm Marshes Nature Reserve (near Halesworth). The starting salary will be up to £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.



Nightingale

How to apply

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To apply for this opportunity, please submit an application via our website by 9:00am on Tuesday 06 January 2026. The application process will include uploading a CV and optional cover letter.

The interviews are planned for Monday 26 & Tuesday 27 January 2026 at Church Farm Marshes Nature Reserve near Halesworth. 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 Jamie.Smith@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.

Jamie Smith
Warden (North East Suffolk)



Dragonfly



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