

ROLE DESCRIPTION & PERSON SPECIFICATION

Assistant Warden

BASE OF WORK:

Church Farm with regular travel across the county.

REPORTING TO:

Warden

VOLUNTEER MANAGEMENT

Volunteer manager tasks include using Team Kinetic & leading on volunteer recruitment, onboarding, 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.

Every member of staff has a direct role to play in our mission to bring nature back. The Assistant Warden is a key member of East Area Reserves Team and will support the Warden to achieve the successful delivery of conservation management at two large reserves: Church Farm Marshes and Stanny Marshes (including Alde Mudflats) along with the other reserves on the Suffolk Coast as may be required.

You will be committed to lead volunteers to achieve excellent conservation management in accordance with 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 all reserve visitors have a fulfilling and enjoyable experience.

You will be an ambassador for Suffolk Wildlife Trust, seeking opportunities to raise awareness of the Trust’s work across all your day-to-day activities.

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. 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 used on the Suffolk Coast.
- Undertake the care and maintenance of reserve infrastructure across Suffolk Coast reserves.
- 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.

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 all staff and volunteers working on the Suffolk Coast.

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

- 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.

Ensuring appropriate reporting of all accidents, near misses, and incidents to identify causes and prevent recurrence. 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
- 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.
- Tractor driving, pesticide use and understanding of small and large machinery.

Desirable

- Higher-level qualification or experience in countryside, environmental or land management.
- General reserve management, visitor engagement and volunteer management experience.
- 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.

ADDITIONAL INFORMATION

- You will be required to be a formal keyholder for Suffolk Wildlife Trust premises.
- Regular weekend or evening support may be required for livestock rotas/issues/emergency contact rotas, for which time off in lieu will be given.
- Attend occasional presentations, internal/external meetings as required outside of usual working hours.
- 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.

OUR CULTURE

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

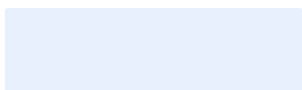
Your job description explains the three key areas of focus of your role. What is equally important is how you do it. Suffolk Wildlife Trust is a gutsy organisation - we show courage, determination and spirit, learning from experience and embracing new ideas.

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.

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.

Signature



Date Click to enter a date.