



Suffolk
Wildlife Trust

Warden

Broads & Lower Waveney



The Opportunity

The Broads & Lower Waveney Warden is a key member of the East Reserves Team, based at Carlton Marshes. The role supports the successful delivery of conservation management across a set of “home” reserves - Worlingham Marshes, Castle Marshes, Barsham Marshes and Winks Meadow - as well as supporting work on other East area reserves as required.

This is a practical, hands-on post that turns conservation objectives into day-to-day action: helping to write and deliver reserve management plans, planning and undertaking habitat management works, coordinating ecological monitoring, maintaining machinery, vehicles, equipment & site infrastructure and supporting contractor management, consents, budgets and reporting.

A major part of the role is recruiting, developing and leading volunteer teams (including using Team Kinetic for volunteer management), ensuring excellent standards of health and safety across all activities. The Warden also helps develop these reserves as flagships for the Trust’s work — ensuring sites are welcoming and accessible, supporting guided walks and events and acting as a visible ambassador for Suffolk Wildlife Trust, raising awareness through engagement and communications that help deliver the mission to bring nature back to Suffolk.



Barn Owl

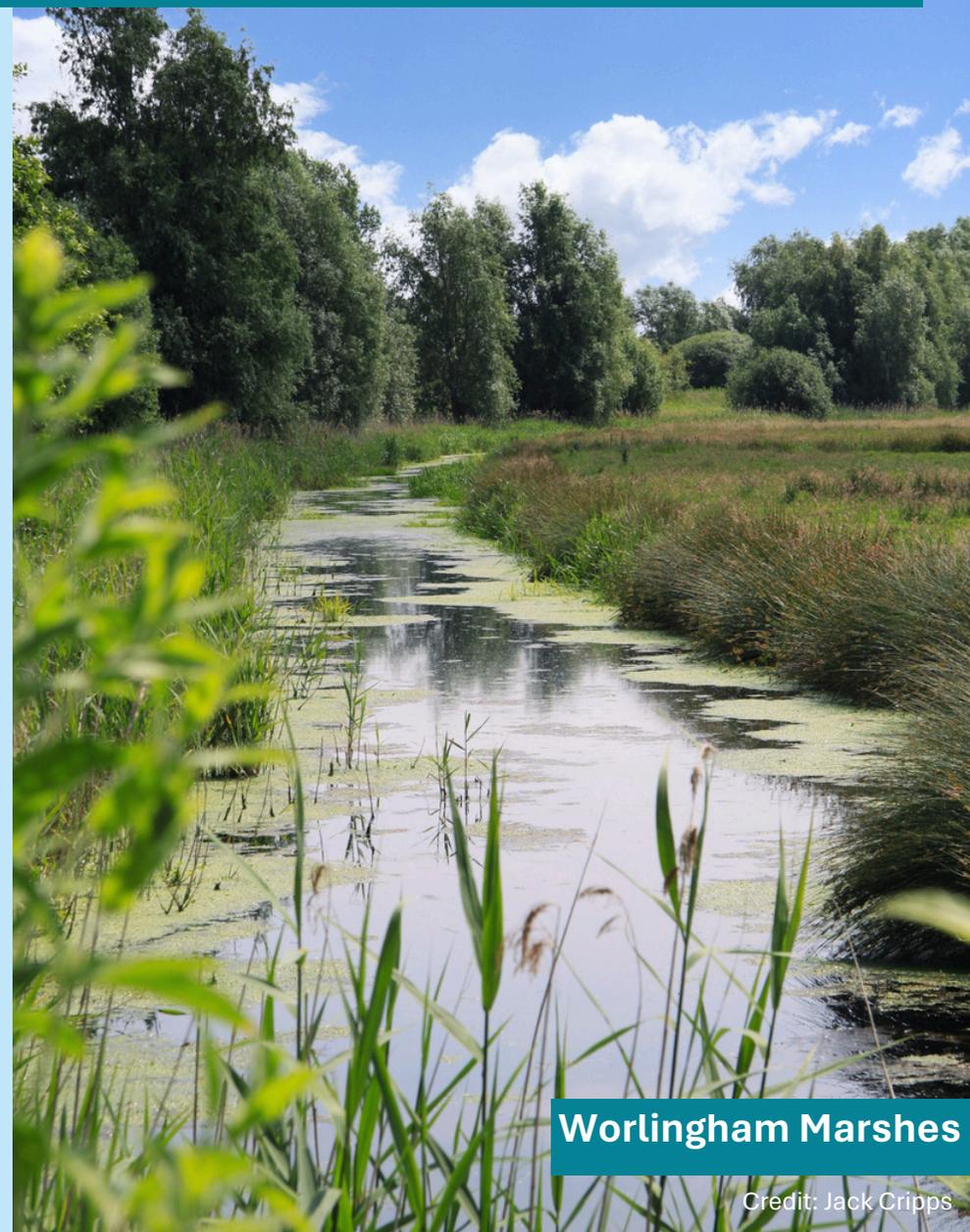
Credit: Gary Smith

Our Nature Reserves

Across Suffolk, Suffolk Wildlife Trust cares for 50 nature reserves covering over 2,900 hectares (7,100 acres), protecting a rich variety of habitats and giving people the chance to connect with nature close to home. These reserves are managed as wildlife havens and visitors can help by sticking to paths, keeping dogs under close control, and following on-site notices and guidance.

In East Suffolk, the Trust's Broads & Lower Waveney reserves are centred around Carlton Marshes Nature Reserve & Visitor Centre, a 1,000-acre landscape in the Broads National Park in the Waveney Valley. Carlton Marshes is a "jigsaw" of wetland habitats including grazing marsh, fen, peat pools and dykes, shaped by traditional management and now supporting an abundance of wildlife, from breeding waders and wintering wildfowl to dragonflies and water voles. The visitor centre and key trails are designed to be welcoming and accessible, with facilities including a café, shop, toilets, bird hides and wheelchair-friendly routes.

Alongside Carlton Marshes, this Warden role supports conservation delivery across key local reserves including Worlingham Marshes, Castle Marshes, Barsham Marshes and Winks Meadow, helping to restore biodiversity across the wider landscape while ensuring these special places remain inspiring for everyone to enjoy.



Worlingham Marshes

Credit: Jack Cripps



Waveney Valley

Credit: Mike Page

About Suffolk Wildlife Trust

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

Founded in 1961, we have led conservation efforts across Suffolk for more than 60 years, safeguarding some of the county's most important wildlife areas as nature reserves.

Our Mission: Brining Nature Back to Suffolk

Our Vision: A wilder Suffolk, where nature is thriving and abundant, because everyone is united in valuing nature and doing more to help.

As a grassroots organisation, we deliver our ambitious work by inspiring people & empowering communities to care for, and act for, nature. Alongside this, we manage 50+ nature reserves & two visitor centres (Carlton Marshes & Lackford Lakes) and we advocate for wildlife across the county.

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



Cuckoo

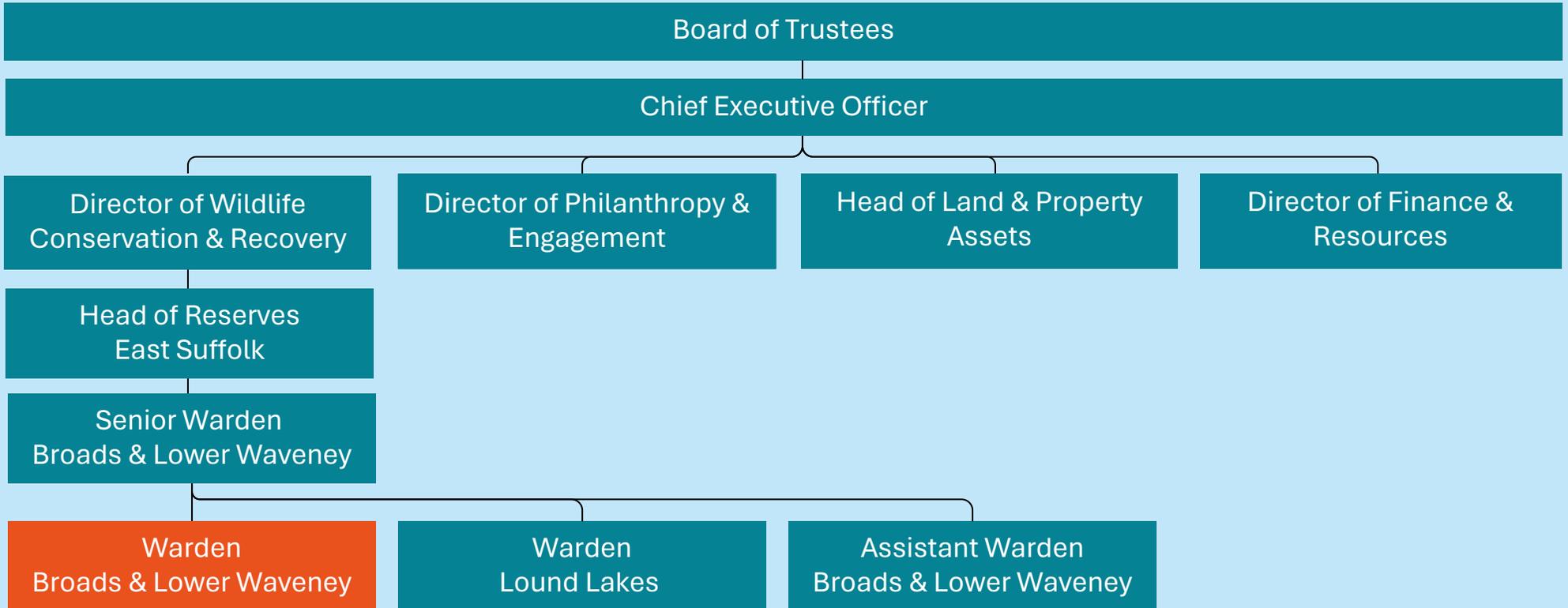
Suffolk Wildlife Trust is an organisation that makes a difference.



We are a registered charity with a Board of Trustees, 1,300 volunteers & 28,000 members. We are 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 & caring for more than 2,300 nature reserves.



We employ around 100 staff across 15 departments, organised within three main directorates. Each directorate is led by a Director, and each department has an Operational Lead who provides leadership for a key area of activity.





Suffolk Wildlife Trust



- Nature reserves
- Larger reserves
- Larger reserves with visitor centres

Our Beliefs, Values & Culture

At Suffolk Wildlife Trust, our organisational culture matters to us. It enables us to achieve more for wildlife and it shapes how we work together every day. Your job description explains the three key areas of focus for your role. What is equally important is how you do it. We are a gutsy organisation - we show courage, determination & spirit - learning from experience & embracing new ideas. We are driven by our shared beliefs, organisational values & passion to achieve more for nature and by supporting each other - staff & volunteers - to be the best we can to deliver for nature.

Our Beliefs Anchor Us

Everything we do, and how we do it, is anchored in our fundamental belief in the natural world.

We believe:

Nature has value in its own right.

We all share a responsibility for nature.

Society thrives when nature thrives.

Our Values Guide Us

Our values guide how we operate and the decisions we make, so we can achieve more for nature:

Tenacity: We lead by example and are gutsy in our ambition for nature and in how we use our voice.

Inclusion: We value and respect diverse voices & thinking to advocate and act for nature.

Pragmatism: We are impact-led in the methods, solutions and partnerships we choose to drive nature's recovery.

Our Culture Empowers Us

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

Nature-led: We are driven by a shared passion for nature and support each other to be the best we can.

Collaborative: We communicate and collaborate brilliantly to amplify our impact and celebrate each other's achievements.

Trusting: Our staff and volunteers are trusted and accountable to deliver our ambition for nature.

Reflective: We are evidence-led, we challenge ourselves, and we embrace new ideas and learn from experience.

Safe: We always work safely and responsibly.

Role Description

Every role has three key areas of focus known as the “Power of 3” to support our mission, vision & strategic goals. Typically, you should expect to spend 80% of your time on the following:

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

- Write Reserve Management Plans for all ‘home’ reserves for submission to the Senior Warden.
- Input into agri-environment scheme agreements in conjunction with the Senior Warden and Reserves Officer that help deliver desired management outcomes.
- Produce annual reports and other updates and reports as required for all ‘home’ reserves.
- Assist the Senior Warden with Budget planning for all ‘home’ reserves across the Broads and Lower Waveney area, supporting the Senior Warden to deliver an affordable and priority focussed budget.
- Plan and undertake the habitat management activities set out in the agreed reserves management plans and/or agri-environment/woodland management agreements.
- Ensure all necessary consents for management work are obtained in advance of work.
- Prepare tender, specifications and other relevant contract documents for contractors across your area, ensuring suitable paperwork is in place, such as insurance. Supervise contractors to support reserve management.



Grasshopper Warbler

Credit: Amy Lewis

- Undertake the care and maintenance for all machinery, vehicles and equipment used across the Broads and Lower Waveney area including servicing and MOT's as required.
- Undertake the care and maintenance of reserve infrastructure across the Broads and Lower Waveney range of reserves.
- Undertake and coordinate ecological monitoring to gather conservation evidence that will determine conservation objectives and management actions contained within the relevant management plans. Write reports that capture and demonstrate this evidence.
- Support the running and maintenance of the Carlton workshop.
- Ensure and support the high standards of welfare for Trust livestock on reserves are met.

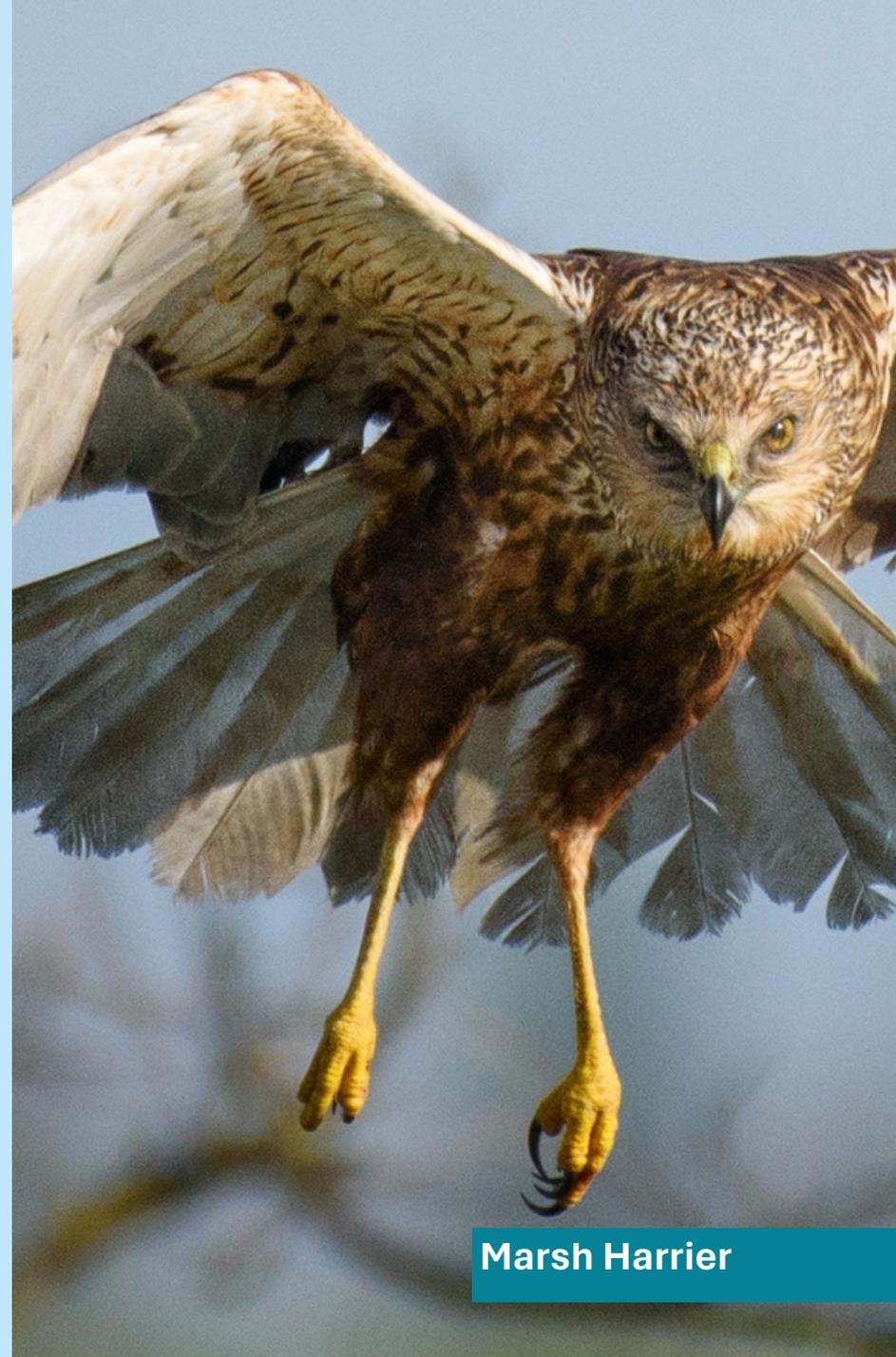
2. Lead and manage the Trust's Volunteers and internships/apprenticeships in the Broads & Lower Waveney area:

- Lead and manage reserve volunteers.
- Prioritise, plan, write and deliver work schedules for your home reserves in conjunction with the Senior Warden.
- Ensure Health & Safety policies and procedures are communicated and adhered to, including incident reporting, COSHH and HAVs by all staff and volunteers working across the Broads and Lower Waveney area.
- Ensure all volunteers are aware of and abide by relevant SWT policies and codes of practice.
- In conjunction with other Wardens maintain oversight of training needs for all volunteers working in your area.



3. Develop the role of the reserves as ‘flagships’ for the Trust’s work:

- Work with partner organisations, landowners and colleagues to rebuild biodiversity and deliver the Trust’s Wilder Landscapes vision.
- 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 to ensure reserve trails, information signs, interpretation and site infrastructure are safe, clean, on-brand and accessible.
- Contribute as required to funding applications and reporting requirements for grant funded projects on sites.



Marsh Harrier

Person Specification

	Essential
A personal commitment to Suffolk Wildlife Trust's mission to bring back nature.	<input checked="" type="checkbox"/>
Suitable higher-level qualifications and experience in countryside management or applied environmental subject, or other relevant land management subject or appropriate equivalent experience.	<input checked="" type="checkbox"/>
Previous experience in a similar role, and proven experience with a range of industry standard conservation power tools and large machinery.	<input checked="" type="checkbox"/>
Previous experience in volunteer management.	<input checked="" type="checkbox"/>
Proven track record at delivering habitat management responsibilities.	<input checked="" type="checkbox"/>
Demonstrable knowledge of wetland, woodland, meadow and heathland ecosystems, key species and associated habitat management duties.	<input checked="" type="checkbox"/>
Good working knowledge of Microsoft Office 365 (e.g. Outlook, Word, Excel, PowerPoint). Awareness of and willingness to learn and implement appropriate use of task specific software and technology (such as GIS (QGIS), Team Kinetic Volunteer Management and CRM).	<input checked="" type="checkbox"/>
Good knowledge of conservation management, including species and habitat conservation priorities in Suffolk.	<input checked="" type="checkbox"/>

	Essential
Understanding of agri-environment schemes and Cross Compliance.	<input checked="" type="checkbox"/>
Familiarity with Health & Safety requirements, and demonstratable knowledge of safe working practices when working with contractors, volunteer groups, alone or in small staff teams.	<input checked="" type="checkbox"/>
Ability to assess risk and capture within risk management processes such as writing of risk assessments.	<input checked="" type="checkbox"/>
Be physically fit and able to undertake physically demanding work in all weathers and varied terrain.	<input checked="" type="checkbox"/>
Be confident working around water bodies and preferably able to swim.	<input checked="" type="checkbox"/>
Able to generate and accept new ideas and be able to think on your feet and get things done.	<input checked="" type="checkbox"/>
Able to deal with conflict and find solutions.	<input checked="" type="checkbox"/>
Be innovative and seek solutions for effective site management and keeping abreast of relevant issues, legislation and best practice locally and nationally.	<input checked="" type="checkbox"/>
Possess great interpersonal skills and be able to proactively communicate effectively with a wide audience.	<input checked="" type="checkbox"/>
Be highly motivated and be able to motivate others.	<input checked="" type="checkbox"/>
Able to work independently but also as a collaborator.	<input checked="" type="checkbox"/>



Terms & Conditions

Terms & Conditions

This is a permanent position working 37.5 hours per week (five out of seven days each week - standard hours are Monday to Friday from 9:00am to 5:00pm) based at Church Farm. The starting salary will be between £28,088.00 & £30,088.00 per annum depending on skills, knowledge and experience.

Additional Information

- 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.

Employee Benefits

Annual leave entitlement starts at 33 days per annum (including Bank Holidays), increasing annually to 38 days, plus employees receive an additional 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.



Bluebell

Credit: Matthew Clarke

How to Apply

To apply for this opportunity, please submit an application via our website by 9:00am on Wednesday 07 April 2026.

The interviews are planned for week commencing 20 April 2026 at Carlton Marshes.

If you would like an informal discussion about the role, you can email me on fiona.shipp@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.

Head of Reserves (East Suffolk)
Fiona Shipp



Dragonfly



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