



ROLE DESCRIPTION & PERSON SPECIFICATION

GIS & Spatial Data Officer

BASE OF WORK

Brook House with some travel across the county.

REPORTING TO

Director of Philanthropy & Engagement

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.

As part of the Nature Action and Engagement team, the **GIS & Spatial Data Officer** will play a pivotal role in turning data into insight, evidence, and influence. Working in close partnership with teams across the organisation, you will build strong, trusted relationships that enable colleagues to confidently use ArcGIS to understand and communicate their impact.

Through collaborative workshops, one-to-one support and ongoing guidance, you will help colleagues collect, analyse, visualise and present data in ways that demonstrates impact to funders, inspires and engages supporters, and informs strategic planning. You will take time to understand different team priorities and proactively identify opportunities where interactive maps, dashboards and story maps can strengthen reporting, storytelling and income generation.

By combining strong interpersonal skills with technical expertise, you will help embed a culture of confident ArcGIS use across the organisation — empowering teams to uncover powerful stories of need, reach and impact, and motivating supporters to take meaningful action.

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. GIS Platform & Data Management

- Support the development and day-to-day management of the Trust’s cloud-based GIS platform (ArcGIS Online) & act as the Trust’s super user.
- Work with colleagues to assemble and maintain core spatial datasets, using existing data sources (e.g. MAGIC, ESRI ArcGIS, Ordnance Survey) alongside new data layers.
- Assist in integrating GIS tools, including ArcGIS StoryMaps and web maps, into the Trust’s website with support from digital teams.
- Assist with the administration and ongoing management of the GIS platform.
- Promote good use of GIS across the organisation by supporting colleagues and sharing best practice.
- Provide training and support to staff to build confidence in using GIS tools (e.g. dashboards, web maps, field apps, StoryMaps).

- Document workflows and processes to support consistency and knowledge sharing.

2. Project Support, Mapping & Analysis

- Provide a responsive mapping service to support Trust projects, campaigns and programmes.
- Work with colleagues to deliver maps and spatial data analysis for landscape recovery initiatives and species-focused projects.
- Support the development of spatial datasets such as a Nature Recovery Network layer to inform planning and advocacy work.
- Contribute to Nature Action projects, providing mapping and spatial evidence as required.
- Identify opportunities where GIS and new technologies can improve efficiency and demonstrate project impact.

3. Mapping, Communication & Community Impact

- Create clear and engaging maps, dashboards and StoryMaps to communicate the Trust's work and impact.
- Work with Communications, Fundraising and project teams to turn spatial data into accessible, audience-friendly outputs.
- Assist the Nature Action by:
 - Mapping community greenspaces and opportunities for action
 - Providing baseline data to support community-led wildlife initiatives
- Use data to support understanding of access to nature and community engagement, including identifying gaps and opportunities.
- Help establish and monitor baseline data (e.g. participation and engagement metrics) to track impact.
- Ensure datasets are accurate, up to date, and managed in line with GDPR requirements.

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

PERSON SPECIFICATION

- A personal commitment to Suffolk Wildlife Trust's mission to bring nature back
- Proficient in ArcGIS (or similar GIS software) for mapping, analysis, and data visualisation
- Working knowledge of CRM databases desirable
- Ability to interpret and present spatial data in a clear and compelling way.
- Strong ability to translate complex data into engaging narratives for different audiences (e.g. fundraisers, donors, stakeholders, volunteers).
- Experience in using visual storytelling to enhance fundraising, engagement, or impact reporting.
- Excellent written and verbal communication skills.
- Competent & proficient in Microsoft 365, including SharePoint and Teams.
- Ability to analyse spatial trends, identify conservation gaps, and inform strategic decision-making
- Experience working across teams (e.g. conservation, fundraising, marketing, volunteering).

ADDITIONAL INFORMATION

- 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.

OUR BELIEFS, VALUES & CULTURE

At Suffolk Wildlife Trust, our organisational culture matters. It helps us achieve more for wildlife and shapes how we work together every day. Your job description sets out what you'll do; what matters just as much is how you do it. We are a gutsy organisation - showing courage, determination & spirit - learning from experience and embracing new ideas. We are driven by our shared beliefs, organisational values and passion to achieve more for nature, and by supporting one another, staff & volunteers, to deliver our best.

Everything we do is anchored in our fundamental belief in the natural world: nature has value in its own right, we all share a responsibility for it and society thrives when nature thrives. Our values guide our decisions and how we operate: we show **tenacity** by leading by example and using our voice boldly for nature; we champion **inclusion** by valuing and respecting diverse voices and thinking; and we practise **pragmatism** by focusing on impact & choosing the methods, solutions and partnerships that best support nature's recovery. Our culture brings these beliefs and values to life: we are nature-led, collaborative and trusting; we are reflective and evidence-led & we always work safely and responsibly.

WILD ABOUT INCLUSION

We are committed to being an inclusive organisation where everyone is welcome. As a conservation charity, we recognise the value of diversity both in nature and in our staff & volunteers. Suffolk Wildlife Trust is an organisation where everyone feels respected, valued & empowered to contribute, so that together we can deliver our vision, mission & strategic goals for a wilder Suffolk.