



**Suffolk**  
Wildlife Trust

**Wilder Ecology**  
**Consultancy**  
**Business Support**  
**Officer**

**Wilder Ecology**   
Part of SWT Trading Ltd



# The Opportunity

Wilder Ecology, a subsidiary of Suffolk Wildlife Trust, is looking for a Business Support Officer to support the day-to-day administrative running of our consultancy. Wilder Ecology is a purpose-driven consultancy where every profit helps support the Trust's vision of a wilder Suffolk, with nature thriving because people value it and take action to protect it.

This is an exciting opportunity for a well-organised and detail-focused professional to provide essential administrative, financial & operational support to the Wilder Ecology team. The successful candidate will help coordinate contracts, manage records & SharePoint file management, support enquiries, arrange equipment & servicing, assist with quotations and tender submissions and ensure important documentation is kept accurate and up to date. The role will involve working closely with the finance team to maintain contract records, monitor budgets, process expenses, support invoicing, purchase orders and help track financial performance across the consultancy.

Alongside strong administration & finance support, the post holder will contribute to the profitability & growth of the consultancy by helping analyse contract costs and financial performance, ensuring the team has the information needed to make effective decisions. This role would suit someone with excellent organisational skills, a strong eye for detail and confidence working across administration, finance and business support.



Hedgehog

# Our Wilder Ecology Consultancy

## Wilder Ecology

Part of SWT Trading Ltd

Wilder Ecology is the ecological consultancy of Suffolk Wildlife Trust. It provides specialist ecology services through a team of expert ecologists, with work focused on ecology, wildlife conservation & Biodiversity Net Gain. The consultancy delivers professional advice & survey services to high ecological & professional standards, working in accordance with CIEEM guidance and the Biodiversity Code of Practice for Planning and Development, and is also ISO-certified.

As part of Suffolk Wildlife Trust, Wilder Ecology combines commercial ecological consultancy with a strong conservation purpose. It is a member of The Wildlife Trust Consultancies network, which brings together consultancy teams affiliated with local Wildlife Trusts to share expertise, training & knowledge and to collaborate on larger projects. All profits generated by Wilder Ecology are passed back to Suffolk Wildlife Trust, helping to support the Trust's wider work to protect & restore nature across Suffolk.



**Small mammal  
survey with the  
University of  
Suffolk**



**Dormice Survey**

Credit: Jesse Walker

# 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

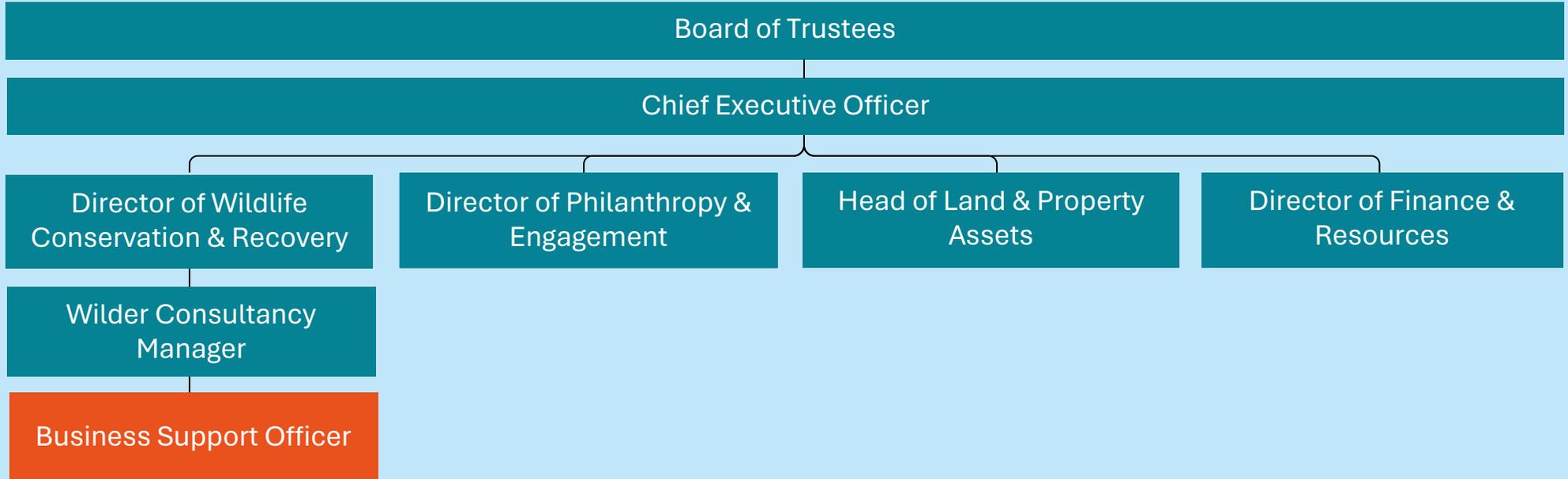
Suffolk Wildlife Trust is an organisation that makes a difference.



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.





# 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. Administration support for the Wilder Ecology team**

Support the day-to-day running of the consultancy by coordinating administrative and operational tasks. This includes ordering equipment, arranging servicing and repairs, tracking contract progress, managing enquiries, entering data, and maintaining accurate records such as health and safety, training, vehicle and ISO documentation. The post holder will also support tender submissions, assist with quotations, coordinate subcontractors, track time against contracts & assist with quality control for ecological reports.

## **2. Provide finance administration support for the consultancy:**

Working closely with the central finance team, taking ownership of the consultancy’s day-to-day financial administration & file management. This includes maintaining and updating contract records, monitoring actual spend against budget, collating and submitting expenses, tracking contract progress for invoicing, requesting sales invoices, chasing customer purchase orders and raising purchase orders for suppliers.



**Dormouse**

Credit: Jesse Jacobs

### **3. Support the profitability of the consultancy**

Provide financial and contract-related analysis to support effective decision-making and improve profitability. This includes tracking contract costs, preparing profit and loss information & analysing contract and financial performance across the consultancy.



# Person Specification

## Essential

- A personal commitment to Suffolk Wildlife Trust's mission to bring nature back.
- General understanding of consultancy (ecology) work.
- GCSE A-C/9-4 Maths & English, or hold equivalent qualifications.
- Knowledge of tender processes.
- Experience of profit analysis and working with contracts.
- Understanding of profit & loss accounting, contract accounting, billing and purchase order processes.
- Experience working & maintaining budgets.
- Competent & proficient in Microsoft 365, including SharePoint and Teams.
- Strong organisational, interpersonal & communication skills.
- Excellent written communication skills, including a clear & professional writing style.
- Ability to manage time effectively, work independently and use initiative.
- A practical approach to problem-solving with good critical thinking skills.
- A professional, personable, and collaborative approach when working with colleagues, clients, and stakeholders.

## Desirable

- Experience writing tenders.
- Experience with ISO.
- Hold an AAT qualification, or equivalent.



# Terms & Conditions

## Terms & Conditions

This is a permanent position working 20 hours per week (days and hours to be discussed at interview). The base of work will be Brooke House and the starting salary will be between £13,847.70 and 14,847.70 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 (pro-rata for part-timers), 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.

## Disability Confident Employer

We are a Disability Confident employer committed to making our recruitment processes & workplace culture inclusive & fair for all. Information can be provided in alternative & accessible formats on request to [peopleandculture@suffolkwildlifetrust.org](mailto:peopleandculture@suffolkwildlifetrust.org). We offer an interview to disabled applicants who meet the minimum criteria for the role and provide reasonable adjustments where needed during recruitment and in the workplace.



Bluebell

Credit: Jesse Walker

# How to Apply

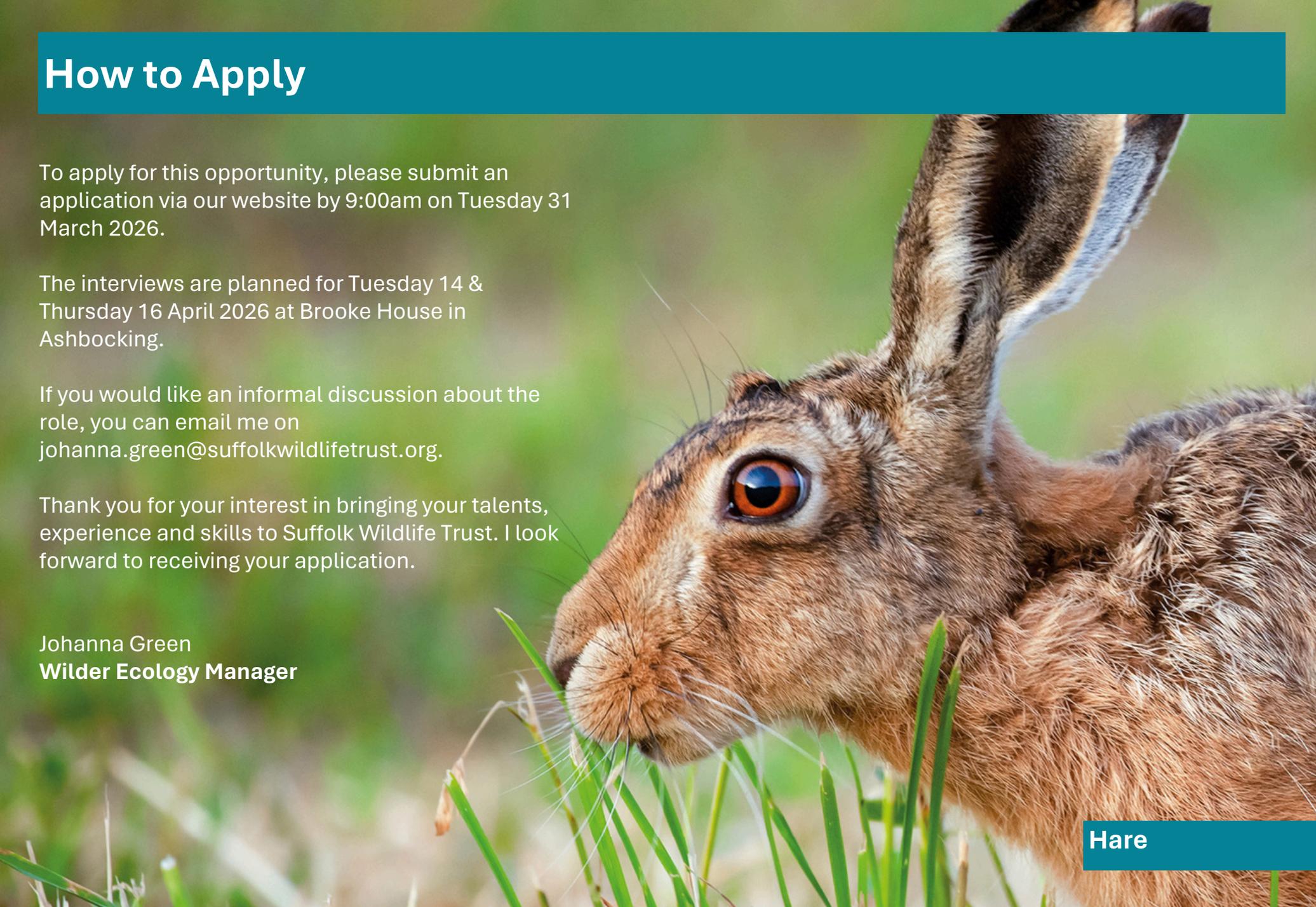
To apply for this opportunity, please submit an application via our website by 9:00am on Tuesday 31 March 2026.

The interviews are planned for Tuesday 14 & Thursday 16 April 2026 at Brooke House in Ashbocking.

If you would like an informal discussion about the role, you can email me on [johanna.green@suffolkwildlifetrust.org](mailto:johanna.green@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.

Johanna Green  
**Wildlife Ecology Manager**



Hare



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