



Suffolk
Wildlife Trust

GIS & Spatial Data Officer



The Opportunity

This is an exciting opportunity to use GIS and spatial data to support nature's recovery at Suffolk Wildlife Trust. As part of the Nature Action & Engagement team, the GIS & Spatial Data Officer will help colleagues across the Trust to use mapping and spatial data to better understand, evidence and communicate the difference their work makes.

Working closely with colleagues, you will become the Trust's ArcGIS champion: building trusted relationships, supporting colleagues to use ArcGIS Online with confidence and making spatial data more accessible, useful and meaningful in day-to-day work. You will help staff collect, manage, analyse and visualise data so that it can inform decisions, strengthen planning, and clearly demonstrate outcomes.

A key part of the role is translating complex information into compelling, audience-friendly outputs. From interactive maps and dashboards to StoryMaps and web content, you will help turn place-based data into clear stories of need, reach and impact to help us communicate complex information more clearly, build understanding and trust and inspire people to take action.



Hedgehog

You will provide both hands-on technical support and guidance: maintaining and developing the Trust's ArcGIS Online platform, improving access to high-quality spatial datasets, delivering mapping and analysis for projects and identifying new opportunities where GIS can add value. In practice, GIS roles combine data collection, mapping and spatial analysis to support real-world decision-making, including in conservation and planning contexts.

Above all, this role is about enabling others. Through combining technical expertise with strong interpersonal skills, you will help embed confident, consistent use of GIS across the organisation - empowering colleagues to tell stronger stories, evidence change more effectively, support fundraising and advocacy, and connect more people to nature.

To succeed in this role, you'll bring strong GIS skills & the ability to turn spatial data into clear, compelling insight that supports conservation, engagement, fundraising and impact reporting. You will be confident using ArcGIS (or similar GIS software) for mapping, analysis and visualisation. You will also be an effective communicator, able to translate complex information into engaging narratives for a range of stakeholders. Alongside this, you will be comfortable working collaboratively across teams, using tools such as Microsoft 365, SharePoint and Teams, and will bring a genuine commitment to Suffolk Wildlife Trust's mission to bring nature back.



Blackcap



Nightingale

About Suffolk Wildlife Trust

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

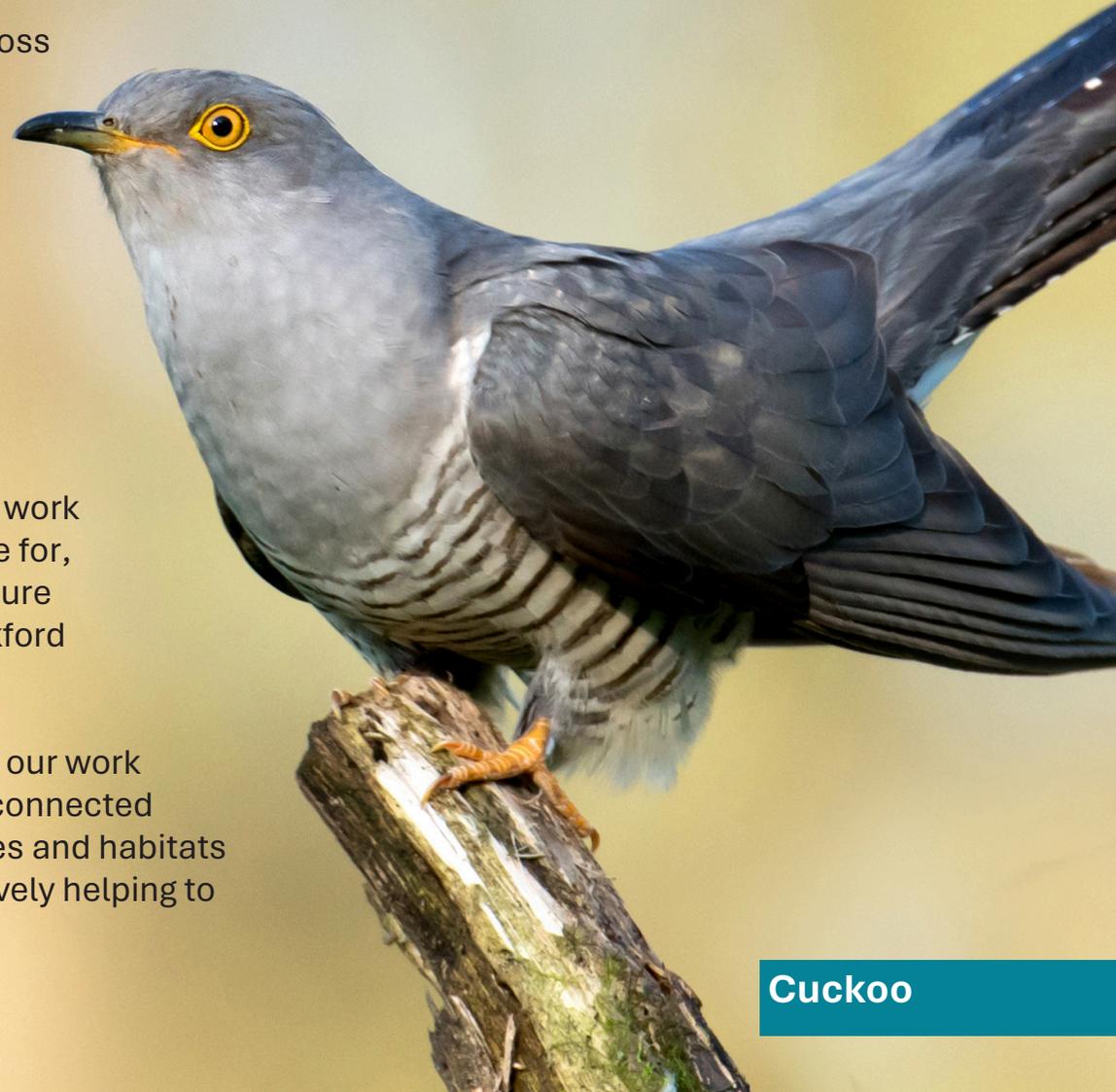
Founded in 1961, we have led conservation efforts across Suffolk for more than 60 years, safeguarding some of the county's most important wildlife areas as nature reserves.

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

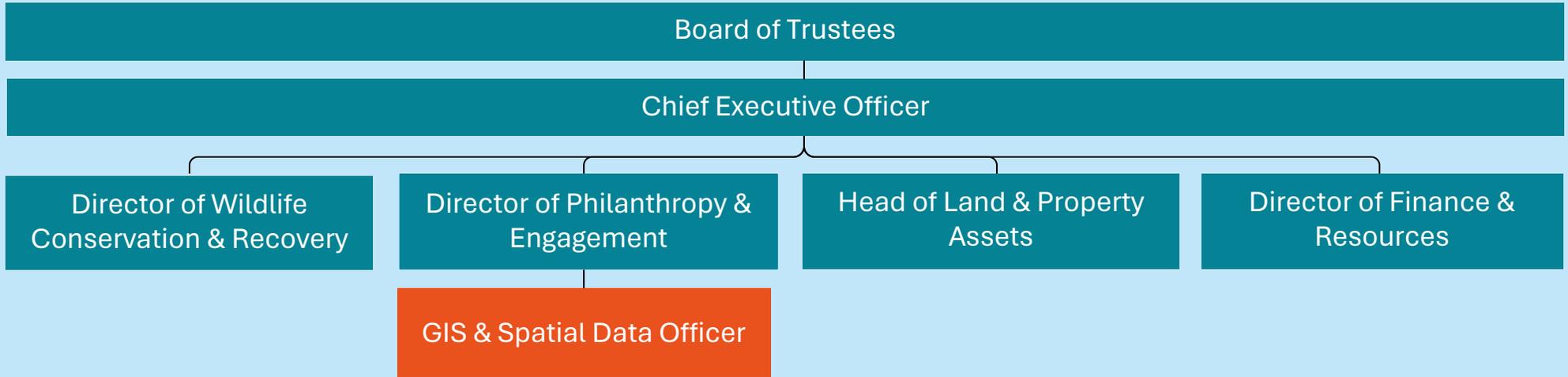
Suffolk Wildlife Trust is an organisation that makes a difference.



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



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.

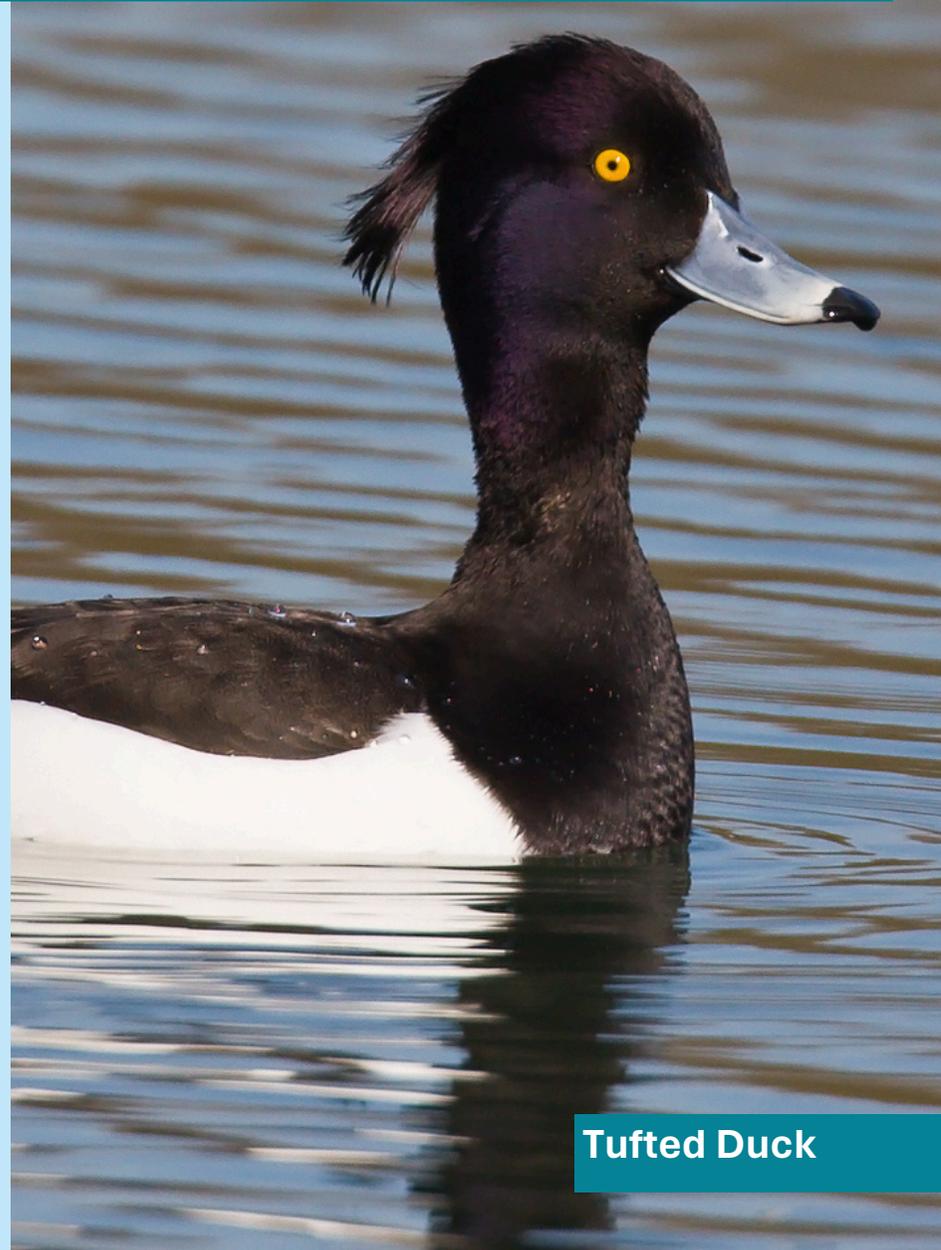
Safe: We always work safely and responsibly.

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. 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.



Tufted Duck

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.



Kingfisher

Person Specification

Essential

- 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).



Terms & Conditions

Terms & Conditions

This is a permanent, full-time position working 37.5 hours per week (Monday to Friday from 9:00am to 5:00pm). We operate flexible homeworking arrangements where colleagues spend more time working together than homeworking. The base of work will be Brooke House and the starting salary will be between £26,000.00 and £28,000.00 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 (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. 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.



Barn Owl

How to Apply

To apply for this opportunity, please submit an application via our website by 9:00am on Monday 20 April 2026.

The interviews are planned for Wednesday 29 April 2026 at Brooke House in Ashbocking.

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

Sarah Archer
Director of Philanthropy & Engagement



Badger



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