



ROLE DESCRIPTION & PERSON SPECIFICATION

West Suffolk Woodlands Warden

BASE OF WORK

Bradfield Woods with regular travel across the county.

REPORTING TO

South West Senior Warden

RESPONSIBLE FOR

Volunteer teams

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 **West Suffolk Woodlands Warden** is a key member of the West Area Reserves Team and will support the South West Senior Warden to achieve the successful delivery of conservation management at the following reserves: Bradfield Woods, Bulls Wood, Bonny Wood and Combs Wood along with the other reserves in the West area as may be required.

You will be committed to recruit, develop and lead a team of 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 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 West Suffolk Woodlands, 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 tenders, specifications and other relevant contract documents for contractors across your area, ensuring suitable paperwork is in place, such as insurance. Supervise contractors as required to support reserve management.
- Undertake the care and maintenance for all machinery, vehicles and equipment used across your area including servicing and MOT's as required.
- Undertake the care and maintenance of reserve infrastructure across the West Suffolk Woodlands 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 Bradfield Woods 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 West Suffolk Woodlands:

- Lead and manage reserve volunteers – deliver on volunteer recruitment, onboarding, recognition and day-to-day management of volunteers across your area.
- 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 West Suffolk Woodlands.
- 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.

PERSON SPECIFICATION

- A personal commitment to Suffolk Wildlife Trust's mission to bring nature back.
- Suitable higher-level qualifications and experience in countryside management or applied environmental subject, or other relevant land management subject or appropriate equivalent experience.
- Previous experience in a similar role, and proven experience with a range of industry standard conservation power tools and large machinery.
- Previous experience in volunteer management.
- Proven track record at delivering habitat management responsibilities.

- Demonstrable knowledge of wetland, woodland, meadow and heathland ecosystems, key species and associated habitat management duties.
- 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).
- Good knowledge of conservation management, including species and habitat conservation priorities in Suffolk.
- Understanding of agri-environment schemes and Cross Compliance.
- Familiarity with Health & Safety requirements, and demonstrable knowledge of safe working practices when working with contractors, volunteer groups, alone or in small staff teams.
- Ability to assess risk and capture within risk management processes such as writing of risk assessments.
- Be physically fit and able to undertake physically demanding work in all weathers and varied terrain.
- Be confident working around water bodies and preferably able to swim.
- Able to generate and accept new ideas and be able to think on your feet and get things done.
- Able to deal with conflict and find solutions.
- Be innovative and seek solutions for effective site management and keeping abreast of relevant issues, legislation and best practice locally and nationally.
- Be passionate about conservation.
- Possess great interpersonal skills and be able to proactively communicate effectively with a wide audience.
- Be highly motivated and be able to motivate others.
- Able to work independently but also as a collaborator.

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 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.

Signature



Date [Click to enter a date.](#)