



ROLE DESCRIPTION & PERSON SPECIFICATION

Head of Land Operations (Nature Reserves)

BASE OF WORK

Brooke House with regular travel across the county.

REPORTING TO

Director of Wildlife Conservation & Recovery

RESPONSIBLE FOR

Reserves Officer and Grazing Manager

ROLE PURPOSE

Suffolk Wildlife Trust is an inspiring & impactful organisation with a compelling vision for our county “A wilder Suffolk, where nature is thriving and abundant, because everyone is united in valuing nature and 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.

You will lead on supporting the management of all reserves across Suffolk, by helping to provide operational management support and helping to achieve long term operational security both financially and strategically. We cannot afford to fail in our mission and as the Head of Land Reserves, through leadership and support of the management of the Trust’s reserve-based conservation work, you will play a pivotal role.

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 areas:

1) Provide effective operational land management support.

- Lead on all legal and land agency matters relating to reserves, acting as a conduit for legal and land agent advice and support between the Board and the Conservation Leadership Team.
- Maintain the reserve electronic and hard copy filing system for conveyancing and other legal documents relating to our land holdings.
- Through the Reserves Officer, ensure all agri-environment agreements, consents, permits and licences are in place as required, adhering to Cross Compliance, effectively delivering high quality outcomes for wildlife and SSSI requirements.
- Through the Grazing Manager, retain oversight of grazing across the reserves, looking for opportunities to deliver improvements, efficiencies and trialling new methods and approaches.
- Managing income streams for the reserves related to wayleaves, rents and easements.
- Act as the reserve lead on GIS, working with SWT’s internal GIS Officer and as a Reserves link to TWT.
- Working with the two Head of Reserves, ensure all reserve policies and processes are maintained and up to date.

2) Develop and future proof the reserves network, to create long term operational security and ecological resilience

- Lead on all acquisitions and disposals, acting as first point of contact. Maintain and enhance our processes working with the Director of Wildlife Conservation and Recovery and the CEO to deliver timely papers to Board.
- Progress the development of existing and new BNG habitat banks, overseeing legal registration, survey needs, negotiations and registering BNG unit sales.
- Act as support for the Project Manager for periodic large scale habitat restoration and creation projects on our reserves.
- Apply for planning permissions to facilitate habitat management creation works on reserves as required.
- Provide support to the Philanthropy and Partnerships Team to develop occasional large scale fundraising bids involving the reserve network.
- Working with local teams, horizon scan for projects on reserves that will help to protect and enhance the reserve network into the future.

3) Help maintain strategic oversight across the reserve network

- Champion SWT's strategy to 2030 with staff, helping them to understand the role they play in the wider context of what we are trying to achieve.
- Act as an effective conduit of information for reserves staff in the management of reserves.
- Contribute effectively into Operational Leadership Team (OLT) and Conservation Leadership Team (CLT) meetings and work collaboratively to achieve outcomes.
- Be an active member within Reserves Operational Meetings (ROM), working with the Heads of Reserves to find opportunities to strive for continuing improvement.

Ensuring appropriate reporting of all accidents, near misses, and incidents to identify causes and prevent recurrence. 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 to Suffolk.
- Experience of land management, preferably with good knowledge of nature conservation practices and funding schemes used to support them.
- Experience of land agency related work, such as acquisitions, disposals and leaseholds, would be desirable.
- Experience of working within project teams and supporting project managers in delivery of large projects.
- Budget management experience.
- Proven ability to work effectively with external partners, landowners and communities.
- Track record of working across internal departments, including delivery of efficiencies and sourcing of funding.
- Experience of people and line management including supporting, developing and guiding team members to achieve individual and organisational objectives, ensuring compliance with policies and fostering a positive working environment.
- A strong sense of responsibility and personal motivation, with a positive and adaptable approach.
- High level of personal integrity and honesty, with the ability to maintain confidentiality and professionalism.
- Excellent IT skills, including use of Microsoft Office365 suite (i.e. Outlook, Word, Excel, PowerPoint, Teams & SharePoint) and GIS software. Awareness of and willingness to learn and implement appropriate use of task specific software and technology such as HR systems.
- Supremely organised with a flair for making life simpler for everyone through effective systems and process management.
- Excellent written skills, with experience of writing reports, management plans & presentations.

ADDITIONAL INFORMATION

- The role may entail some evening and weekend working.
- 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.

OPERATIONAL LEADERSHIP TEAM

As a member of the Trust's Operational Leadership Team, use your skills and experience to contribute holistically to the Trust's vision for a Wilder Suffolk and actively contribute to the organisational culture which underpins it.

As department leaders at Suffolk Wildlife Trust, you will be responsible for the day-to-day management of you and your teams' objectives, deliverables and performance, ensuring local strategy and operational plans are created aligning with the Trust's Strategic Goals.

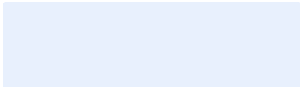
OUR BELIEFS, VALUES & CULTURE

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.](#)