



## ROLE DESCRIPTION & PERSON SPECIFICATION

# SOUTH EAST SUFFOLK ASSISTANT WARDEN

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### BASE OF WORK

Foxburrow with regular travel across the county.

### REPORTING TO

South East Suffolk Senior Warden

### VOLUNTEER MANAGEMENT

Volunteer manager tasks include using Team Kinetic & leading on volunteer recruitment, onboarding, recognition and day-to-day management of volunteers.

### ROLE PURPOSE

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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 South East Suffolk **Assistant Warden** is a key member of East Area Reserves Team and will support the Stour Estuary and Deben Estuary Wardens and South East Suffolk Senior Warden to achieve the successful delivery of conservation management at the following nature reserves: Foxburrow, Blaxhall Common, Captain’s Wood, Sandlings Heaths and Forest, Bromeswell Green, Hutchison’s Meadow, Martlesham Wilds, Newbourne Springs, Trimley Marshes, Levington Lagoon along with the other reserves in the East Area as may be required.

You will be committed to lead 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

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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 SWT’s reserves are managed in accordance with conservation objectives:**

- Input into agri-environment scheme agreements as required in conjunction with the Warden, Senior Warden and Reserves Officer that help deliver desired management outcomes.
- Provide input into annual reports and other updates for all 'home' reserves.
- Undertake under the direction of the Warden and Senior Warden, the habitat management activities set out in the agreed reserves management plans and/or agri-environment/woodland management agreements.
- Under the direction of the Warden and Senior Warden contribute to preparation of tender, specifications and other relevant contract documents for contractors. Supervise contractors as required to support reserve management.
- Undertake the care and maintenance for all machinery, vehicles and equipment used in the South East Suffolk area.
- Undertake the care and maintenance of reserve infrastructure across South East Suffolk 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.
- Ensure the high standards of welfare for Trust livestock on reserves are met.

## **2. Lead and manage the Trust's Volunteers in South East Suffolk**

- Lead reserve volunteers – deliver day-to-day management of volunteers across your area.
- Input into work schedules for your home reserves in conjunction with the Warden and Senior Warden.
- Ensure Health & Safety policies and procedures are communicated and adhered to, including COSHH and HAVs by all staff and volunteers working on South East Suffolk Reserves.

## **3. Develop the role of the reserves as 'flagships' for the Trust's work**

- 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 under the direction of the Warden and Senior Warden to ensure reserve trails, information signs, interpretation and site infrastructure are safe, clean and accessible.

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**

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- A personal commitment to Suffolk Wildlife Trust's mission to bring nature back.
- Minimum of five GCSE 9-4/A-C (or equivalent) including English and Maths.
- Previous experience in a similar role (paid or voluntary).
- Broad habitat and conservation management experience, with awareness of agri-environment schemes and Cross Compliance.
- Good IT skills including Microsoft 365 and willingness to use systems such as GIS, volunteer management and CRM.
- Familiarity with Health & Safety requirements.
- Strong team player with excellent interpersonal and communication skills, able to coordinate and lead volunteers.
- Well organised, good time management, practical and adaptable problem-solver.
- Self-motivated, enthusiastic, engaging and committed to environmental issues.
- Physically able to undertake demanding outdoor work in all weathers.
- Higher-level qualifications or experience in countryside, environmental or land management (desirable).
- General reserve management, visitor engagement and volunteer management experience (desirable).
- Tractor driving experience, pesticide use and an understanding of operations and maintenance of small and large machinery (desirable).

- Qualified user of chainsaws and brushcutters (desirable).
- Ability to assess and manage risk, including point of work risk assessments (desirable).
- Innovative, proactive and able to think on your feet to get things done (desirable).

## ADDITIONAL INFORMATION

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- You will be required to be a formal keyholder for Suffolk Wildlife Trust premises.
- Working five out of seven days. Regular weekend or evening support may be required for livestock rotas/issues/emergency contact rotas/Work Parties, 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

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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

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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.