



**Suffolk**  
Wildlife Trust

# Assistant Warden

South East Suffolk



# The Assistant Warden Opportunity

This is an exciting opportunity for a suitably-qualified Assistant Warden to join our South East Suffolk conservation team, helping to deliver our mission to bringing nature back to Suffolk. The post holder will support the team to achieve high-quality conservation management across a varied and inspiring portfolio of reserves: Foxburrow, Blaxhall Common, Captain's Wood, Sandlings Heaths and Forest, Bromeswell Green, Hutchison's Meadow, Martlesham Wilds, Newbourne Springs, Trimley Marshes and Levington Lagoon.

At the heart of this role is practical, outcomes-focused land management. Working under the line management of the Senior Warden, you'll help ensure reserves are managed in line with conservation objectives and management plans - contributing to agri-environment scheme agreements, completing habitat management tasks, coordinating ecological monitoring and producing clear evidence-based reports. You'll also play an important operational role by helping prepare contractor specifications and supervising works when needed, while maintaining machinery, vehicles, equipment and reserve infrastructure to a high standard.

Where livestock are part of the conservation approach, you'll help ensure excellent welfare standards are consistently met.



Foxburrow

People are central to success on reserves and you will be committed to talking to the public & leading volunteer work parties and other activities. You'll support with overseeing day-to-day volunteer activities, input into work schedules and ensure Health & Safety procedures are understood and followed, supporting safe working practices for everyone involved. Just as importantly, you'll help develop these reserves as welcoming "flagships" for the Trust's work, ensuring visitors enjoy safe and accessible trails, signage, interpretation and facilities. You'll have a friendly, engaging manner & contribute to a positive visitor experience, acting as an ambassador for Suffolk Wildlife Trust at every opportunity - supporting open days, guided walks and talks and sharing the story of the Trust's conservation impact through channels such as social media, local media and Trust communications.

To succeed in this role, it is essential that the successful applicant has previous experience in a similar role, broad habitat & conservation management knowledge and experience, including an awareness of agri-environment schemes and Cross Compliance. Strong IT skills, particularly in Microsoft 365, are also important, with a willingness to use GIS, volunteer management and CRM systems. You will be familiar with Health & Safety requirements and be a team player with excellent interpersonal & communication skills. You will also be well organised, practical and adaptable, and an effective problem-solver. Finally, you will be self-motivated, enthusiastic and engaging, committed to environmental issues and able to undertake outdoor work in all weathers.



# Our Nature Reserves

Across Suffolk, Suffolk Wildlife Trust cares for 50 nature reserves covering over 2,900 hectares (7,100 acres), protecting a rich variety of habitats and giving people the chance to connect with nature close to home. These reserves are managed as wildlife havens and visitors can help by sticking to paths, keeping dogs under close control, and following on-site notices and guidance.

In South East Suffolk, the reserves are centred around Foxburrow Nature Reserve, a 67 hectare landscape of grassland and woodland near Woodbridge. Little owl are sometimes seen in daylight perched on posts, blackcap, whitethroat and garden warbler can be seen in the woods and hedges, skylark nest in the meadows and spotted flycatcher and pied wagtail flit around the old farm buildings. Hedges, which have been coppiced and replanted, provide a great source of winter food and act as wildlife corridors allowing insects, birds and mammals to travel from place to place. Foxburrow was bought with support from The Heritage Lottery Fund and at the end of 2021, farming ceased.

Alongside Foxburrow, this Assistant Warden role supports conservation delivery across key local reserves including Trimley Marshes, Martlesham Wilds and Captain's Wood, helping to restore biodiversity across the wider landscape while ensuring these special places remain inspiring for everyone to enjoy.



Young Wardens



## Captain's Wood

Credit: Jesse Walker

# About Suffolk Wildlife Trust

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

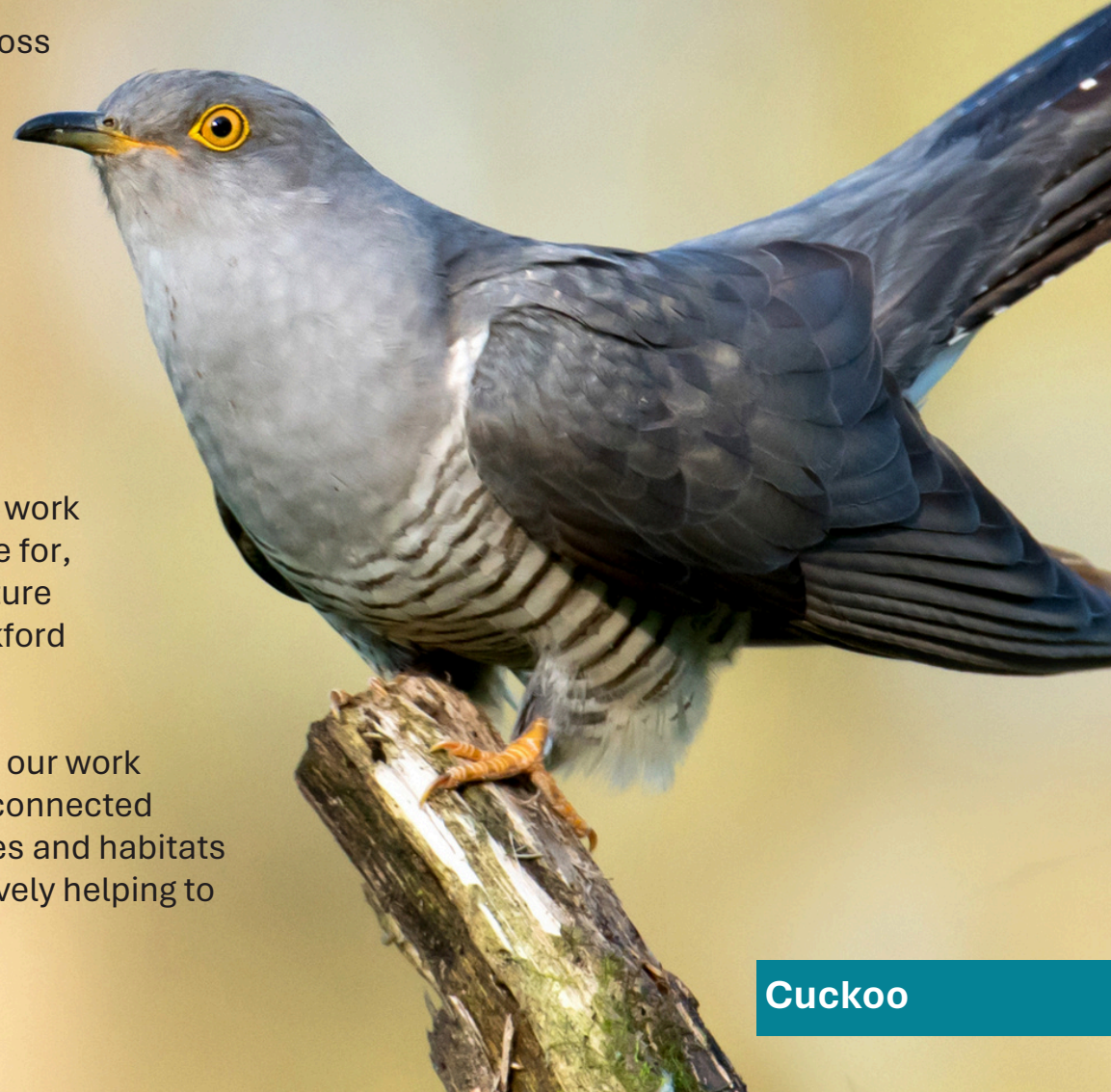
Founded in 1961, we have led conservation efforts across Suffolk for more than 60 years, safeguarding some of the county's most important wildlife areas as nature reserves.

**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

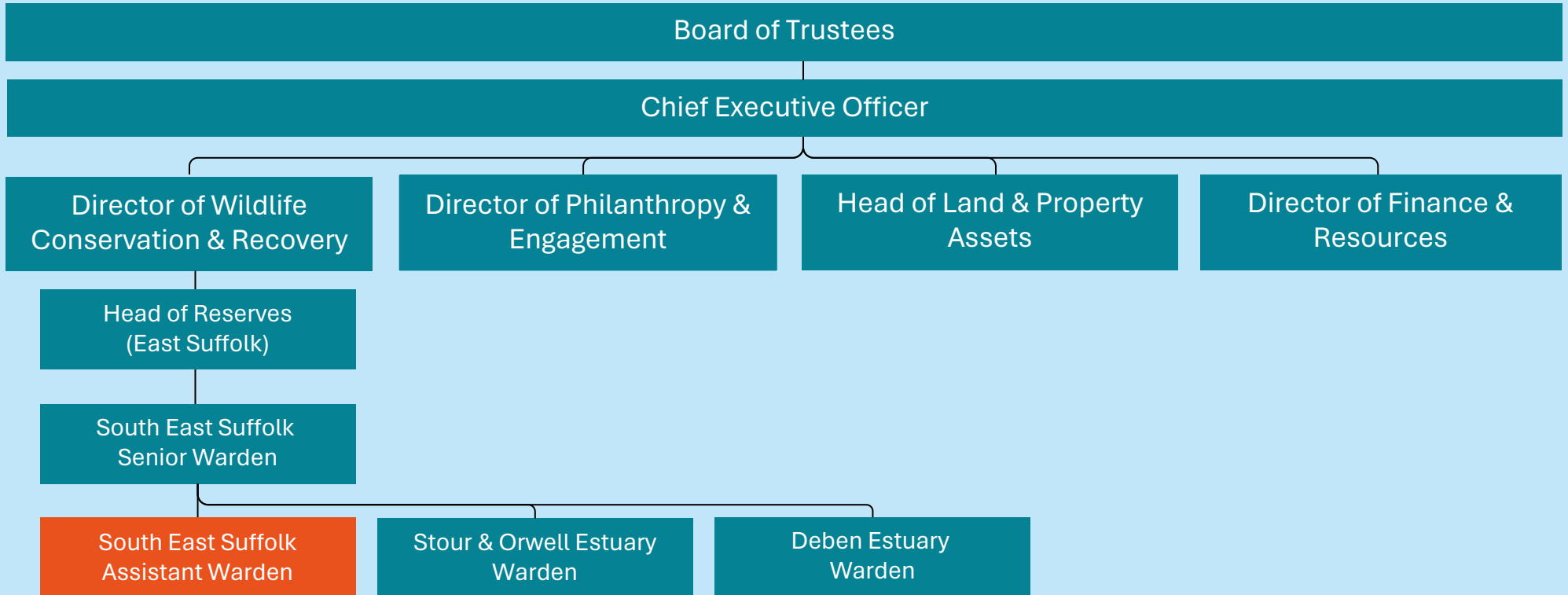
Suffolk Wildlife Trust is an organisation that makes a difference.



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. 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.



**Dormouse**

## **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.



# Person Specification

## Essential

- A personal commitment to Suffolk Wildlife Trust's mission to bring nature back to Suffolk.
- 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.

## Desirable

- Higher-level qualifications or experience in countryside, environmental or land management.
- General reserve management, visitor engagement and volunteer management experience.
- Tractor driving experience, pesticide use and an understanding of operations and maintenance of small and large machinery.
- Qualified user of chainsaws and brushcutters.
- Ability to assess and manage risk, including point of work risk assessments.
- Innovative, proactive and able to think on your feet to get things done.



# Terms & Conditions

## Terms & Conditions

This is a permanent, full-time position working 37.5 hours per week (five out of seven days each week, typically Monday to Friday from 9:00am to 5:00pm). The base of work will be Foxburrow and the starting salary will be up to £27,385.07 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, 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.



**Black Cap**

# How to Apply

To apply for this opportunity, please submit an application via our website by 9:00am on Tuesday 02 June 2026.

The interviews are planned for week commencing Monday 15 June 2026 at Foxburrow.

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

**Ben Calvesbert**  
South East Suffolk Senior Warden



Hare



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