



Lancashire,  
Manchester &  
N Merseyside

# The Wildlife Trust for Lancashire, Manchester and North Merseyside

## Recruitment Pack

2019



## About Us

Our wildlife has declined by 60% in the past 50 years and people are becoming more disengaged with their local wild places. We are a membership organisation, and we could not continue our work without our members support.

**We are part of the Wildlife Trusts movement, the UK's leading conservation charity dedicated to all wildlife. We are your local charity, working hard to improve your local area for wildlife and for you.**

The Wildlife Trust for Lancashire, Manchester and North Merseyside was founded in 1962 by people who knew they needed to take action.

We are now the largest nature conservation body in the area working at a grass roots, local level whilst also being part of a strong cohesive national movement.

We work to protect wild spaces, and re-introduce key species, protecting the biodiversity of our area so that nature can recover.

We work in partnership with other organisations, community groups, landowners and key decision-makers to inspire them to work with and for nature.

We have the powerful voices of over 28,000 members, whose invaluable support we simply could not do without.

We have an army of 4,000 volunteers alongside our team of 180 staff working across all areas of our charity to make a difference.

We are passionate about inspiring people of all ages, with over 20,000 children reached each year through our education activities, and hundreds of thousands of people each year through our visitor centres, events and reserves. We are leaders in utilising nature to improve the health and wellbeing of all.

## Our Vision

To create a region rich in wildlife for all to enjoy, keeping nature at the heart of everything we do.

## Our Mission

To support nature's recovery by reconnecting and restoring wildlife and habitats on land and at sea, inspiring people to value and take action for wildlife.

## Our Aim

To lead the way for nature's recovery and connect people with nature on their doorstep. We want to create an environment where wildlife can thrive without threat and ensure people value the importance of nature to their health and wellbeing.

## Our core objectives

- To protect, create and enhance wildlife in our region, creating living landscapes and living seas
- To stand up for wildlife and the environment
- To inspire people about the natural world and encourage everyone to take action for wildlife
- To foster sustainable One Planet Living, where the functioning of the natural environment is appreciated as essential for supporting life
- To ensure our work is based on knowledge and sound evidence
- To be recognised and respected for our work
- To grow our resources and increase support for our mission
- To ensure the organisation is effective and fit for purpose

## Our Reserves

We have saved many special places, acquiring and managing many of them as nature reserves—we look after over 1,288 hectares of havens for rare and threatened species and habitats.

1 Abram Flash	23 Middleton
2 Astley Moss	24 Moor Piece
3 Aughton Woods	25 Moston Fairway
4 Barnaby's Sands and Burrows Marsh	26 Over Kellet Pond
5 Bolton, Red Scar and Tunbrook Woods	27 Pleasington Old Hall Wood
6 Brockholes	28 Salthill Quarry
7 Cadishead Moss and Little Woollen Moss	29 Seaforth
8 Cross Hill Quarry	30 Summerseat
9 Cutacre	31 Upper Coldwell Reservoir
10 Dean Wood	32 Warton Crag
11 Foxhill Bank	33 Wigan Flashes
12 Freeman's Pasture	34 Willow Farm Wood
13 Freeman's Pools	35 Winmarleigh and Cockerham Moss
14 Freshfield Dune Heath	
15 Haskayne Cutting	
16 Heysham Moss	
17 Heysham Nature Reserve	
18 Hlghfield Moss	
19 Holiday Moss	
20 Longworth Clough	
21 Lunt Meadows	
22 Mere Sands Wood	

### OTHER PLACES TO SEE

36 Seven Acres
37 Cuerden Valley Park
38 Fyde Dunes
39 Sefton Coast
40 Lightshaw Meadows
41 Red Moss



**We also have 6 offices based across Greater Manchester, North Merseyside, West Lancashire, East Lancashire and North Lancashire. Our Head Office is based on the outskirts of Preston.**

## Our Work

The Trust works across Lancashire, Manchester and North Merseyside to create a strong network where nature can thrive and people can benefit. Our core conservation work includes land management, advocacy for the natural world with key decision-makers, species re-introduction, protecting threatened species and collecting essential scientific data. We do this on land and at sea to create Living Landscapes and Living Seas.

We are also passionate about inspiring and engaging people of all ages about the natural world, because we firmly believe no one will protect something they don't care about. We work all over our area with schools, colleges and community groups, running inspiring sessions covering everything from Forest School and orienteering to Wild Family and Nature Tots sessions. We also work in schools, delivering environmental education and helping improve school grounds. Our education team are leaders within the Wildlife Trust movement.

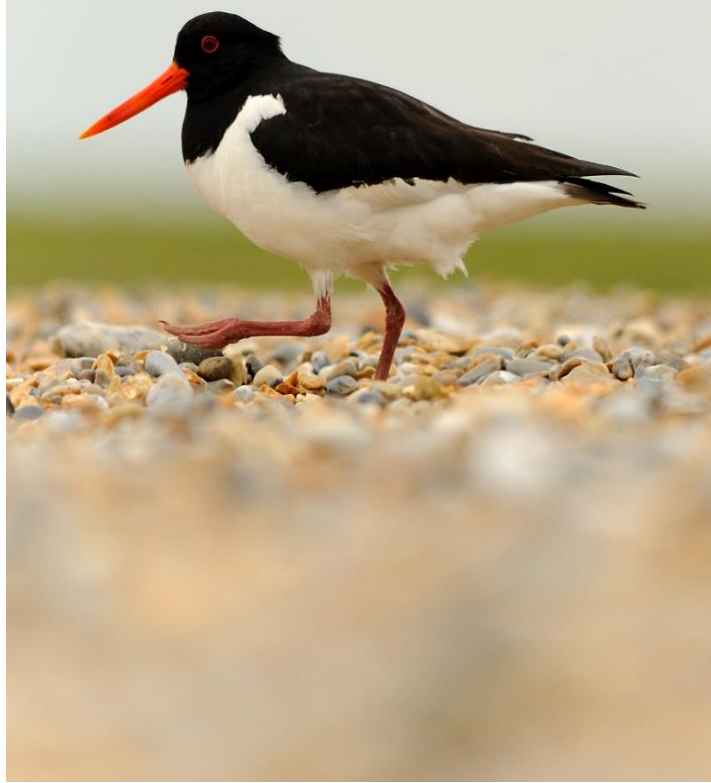
We are also leaders in delivering natural wellbeing. Our ground-breaking partnership with the NHS, MyPlace is making a huge difference to the way young people with mental health issues are able to seek help, and the positive impacts to date have been phenomenal.

Find out more at [www.lancswt.org.uk](http://www.lancswt.org.uk)

## Our Wildlife

### - OUR DOORSTEP-

*We are working across the region to make a difference to our local wildlife, for everyone to enjoy*



# Our Impact



Our education team and project officers engage more than 20,000 children in wildlife-related activities



More than 5,000 people a year take part in walks and other events on our reserves



On average every 10 miles you travel in the region means you will pass a Wildlife Trust project



We own or manage 35 nature reserves in the region



Some 1,200 volunteers work for your Wildlife Trust regularly – adding to the 750,000 volunteering across the UK



More than 27,000 members support the Wildlife Trust in the region and 800,000 across the UK

Our reserves cover more than 1,288 hectares across the region



# Our Strategic Plan

2016-2021

Over the next five years, we will work across Lancashire, Manchester and North Merseyside to deliver positive benefits for both people and wildlife. Our plan builds on the Trusts past successes and recognises how we need to evolve to meet the challenges ahead and remain a relevant, effective organisation. **We will:**

## **Champion** wildlife rich landscapes

We will use our 50 years of expertise to lead the way for nature conservation locally and work within The Wildlife Trusts movement to make a national impact. We will base our plans on sound knowledge and evidence.

## **Defend** wildlife and wild places

We will stand up for the environment and protect wild spaces, enhancing them for both people and wildlife. We will encourage biodiversity, and work with land owners and other organisations in partnership, to create a network of habitats across our region where people and wildlife can thrive.

## **Inspire** people to take action for their local wildlife

We will inspire people to enjoy and protect the wildlife and wild spaces on their doorstep. We will help people learn how to live more sustainably, and demonstrate the benefits of nature to their health and wellbeing. We will engage people of all ages, from all communities to take action for wildlife and we will foster the environmental leaders of the future.

## Base our work on sound **evidence**

We will use evidence from sound science and research to further ecological understanding and demonstrate the needs, benefits and outcomes of nature conservation. We will use this evidence to focus our efforts on the areas most in need of protecting and champion those species that need a helping hand.

**“Find your place on the planet,  
dig in, and take responsibility  
from there”**

**Gary Snyder**



## Our Future

**- OUR WILDLIFE-**

*We can't make a difference if we do nothing. Now is the time to stand together for nature and take action for our local wildlife.*

## Our Culture

We are committed to protecting wildlife, restoring biodiversity and connecting people with the natural world in Lancashire, Manchester and North Merseyside. This commitment brings tenacity in dealing with challenges and huge personal satisfaction from successful projects.

We encourage a creative atmosphere where new ideas can flourish. People who thrive in our organisation enjoy a role where they take on a high level of personal responsibility for achieving outstanding results whilst building strong relationships both internally and externally.



### Integrity

Acting in the best interest of the Trust and honouring our scientific foundations in all our activities. An honest and respectful approach to the core objectives of the charity, and the wishes of our members and funders.

### Team Player

A friendly, family atmosphere. Everyone is treated with the same level of respect and courtesy. The Chief Executive will often stop for a chat, and full staff meetings provide the chance to get to know others. We are one big team, and our staff are always ready to roll up their sleeves and help where it's most needed, regardless of their job role.

### What does an LWT Team member look like?

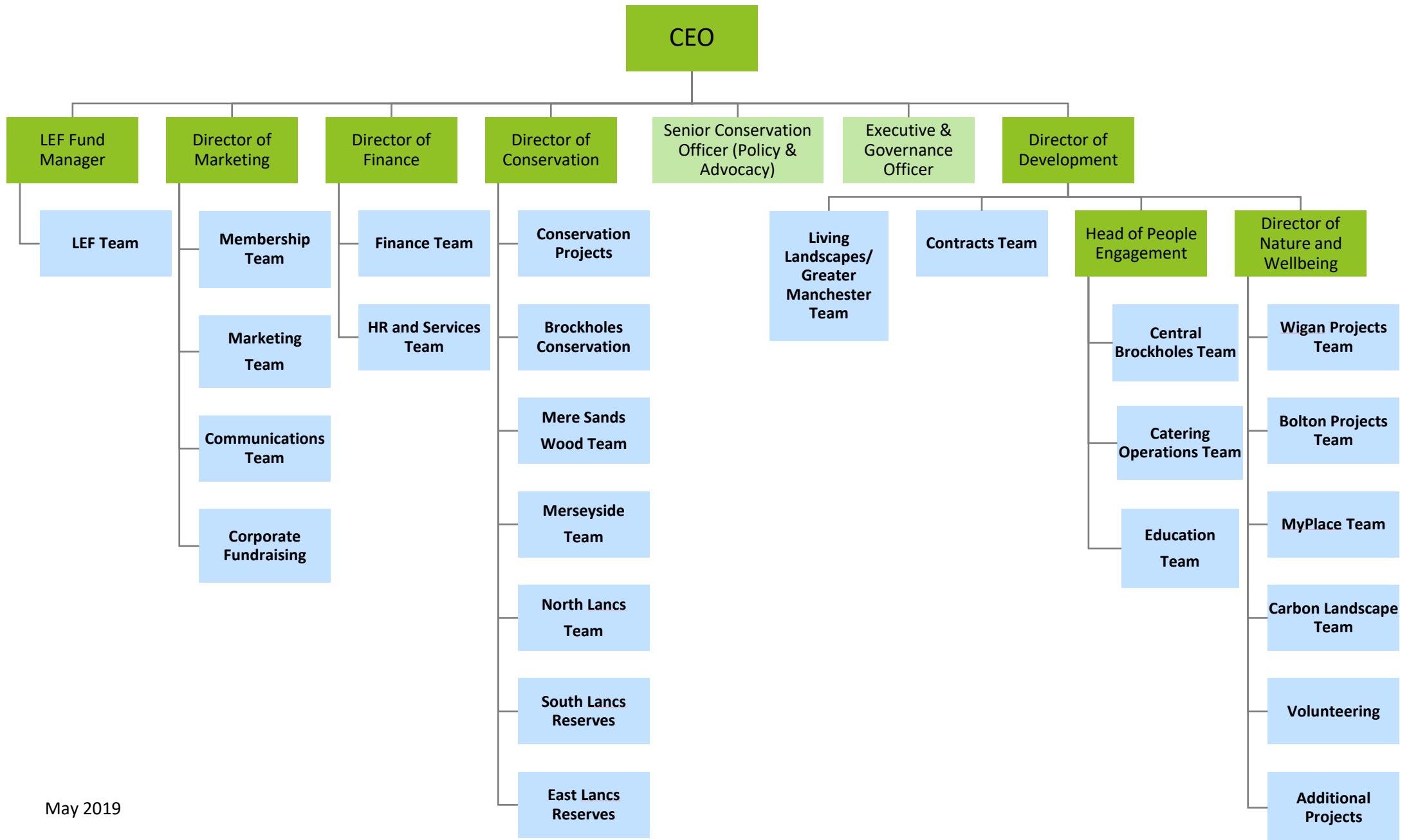
### Passion

Passion is at the very heart of every LWT team member. With a love of wildlife, a passion for helping make a difference, or a will to help and inspire others. From our staff to volunteers and our members, we have passion by the bucket load!

### Personal Responsibility

Our staff are flexible in the way they work and adaptable to change. They provide exceptional customer service, whether it be to a funder, member, volunteer or member of the public. Our staff take responsibility to put things right when there's a problem, and always help other team members. Our staff are committed, honest and take initiative to drive the best interests of the charity.

# Lancashire Wildlife Trust Organisation Chart



# *About the project*

Nature Friendly Schools, led by The Wildlife Trusts in partnership with Groundwork, Field Studies Council, Sensory Trust and Young Minds, aims to demonstrate and understand how an increase in supported delivery of high quality activities in natural environments, for pupils in schools with the highest proportion of disadvantaged pupils, contributes to improved mental health and wellbeing, engagement with school and other key programme outcomes.

Schools will receive 12 months of support from our Nature Friendly Schools Officer which will promote positive mental health and wellbeing, develop whole school confidence and capacity to embed outdoor learning and skills for teachers to utilise the outdoors for learning opportunities.

The Wildlife Trust is passionate about the provision of opportunities for children and young people to develop their understanding of nature and care and concern for the environment, we aim to promote this by providing opportunities to visit local green spaces and explore the natural world both further afield and on their doorstep.





## Job Description – Nature Friendly Schools Senior Project Officer



Lancashire,  
Manchester &  
N Merseyside

**Post Title:**

Nature Friendly Schools Senior Project Officer

**Responsible to:**

Education Manager

**Location:**

The Barn, Berkeley Drive, Bamber Bridge, Preston, PR5 6BY / Brockholes Nature Reserve, Preston New Road, Samesbury, Preston PR5 0AG

**Hours of Work:**

37.5 hours per week

**Salary:**

£24093.42 per annum

**Duration of post:**

2 years, continuation dependant on funding

**PURPOSE OF POST**

To coordinate and lead delivery of the Defra funded Nature Friendly Schools programme to primary schools in Lancashire, Manchester and Merseyside, inspiring children and young people to explore the natural world and develop care and concern for the environment

To recruit schools, assessing their capacity for delivering outdoor learning and co-designing interventions around: staff training; outdoor learning resources; leading activities; wildling school grounds and off-site visits.

Ensure LWT is fulfilling its role as part of an ambitious nationwide project; designing programmes of work, delivering project outcomes and reporting on outcomes for the LWT region

**KEY ROLES AND RESPONSIBILITIES**

1. To manage and coordinate the work of the Nature Friendly Schools Team, ensuring that the team are adequately trained and fully equipped to deliver to a consistently high standard.
2. To work with the Education Manager in achieving Education Team targets and meet the outcomes of the Nature Friendly Schools Project; producing reports, finance and budget management, managing work plans.
3. To liaise with schools chosen to receive intervention from the Defra funded Nature Friendly Schools (NFS) project; providing thorough information about the NFS Offer, maintaining regular communication and good working relationships.
4. To liaise with representatives from The Royal Society of Wildlife Trusts and other consortium partners to ensure the project is delivered efficiently, within budget and meets project outcomes.
5. Establish a sound knowledge of the opportunities available to schools and be able to tailor the offer to each individual school to ensure maximum benefit to teachers, pupils and the school as a whole.

## Job Description

1. To plan and deliver high quality outdoor learning sessions to children (Primary school age) and mentoring to teachers both during the day and during twilight sessions, ensuring required equipment is maintained for the running of outdoor sessions.
2. Attend networking and promotional events with a Nature Friendly Schools focus, leading on liaising with funders, partners and press.
3. Produce reports and gather feedback from schools for monitoring purposes, taking photos and videos where permissions are granted for use in marketing materials.
4. Identify sites, venues and partners that offer local opportunities to schools chosen to receive NFS intervention
5. Provide formal training to teachers focussed on improving confidence to deliver outdoor learning sessions and to ensure schools are able to build resilience structures into the school environment, empowering children and young people to co-create a system that encourages openness around mental health.
6. Offer support and guidance to teachers/schools in terms of planning and delivering a range of sessions to pupils; on site outdoor learning, off-site visits to local green spaces and residential visits, providing advice to schools about the value of greener school grounds where appropriate.
7. To promote educational use of LWT sites, provision of training and lifelong learning opportunities and school grounds services.
8. To work as part of a team within the education department, including alongside other Senior Project officers, Project Officers, Placements and volunteers
9. The job holder is required to follow and comply with all policies and procedures of the Trust which includes the Trust's Health and Safety procedures in the workplace, ensuring personal safety and the safeguarding of the interests and safety of all staff, trainees, visitors, and others at the Trust.
10. To uphold the working values and expectations of the Lancashire Wildlife Trust
11. To carry out other duties relevant to your post as reasonably required by your line manager



# Person Specification

## EXPERIENCE

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### Essential

- Project management and co-ordination; budget management, report writing, managing a work calendar, line management
- Delivering curriculum-linked environmental education sessions for children, preferably in an outdoor educational setting
- Developing learning resources to support educational activity
- A qualification in a relevant environmental subject or equivalent experience

### Desirable

- Training staff or volunteers to better deliver outdoor education

## KNOWLEDGE

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### Essential

- The barriers that deter teachers from engaging with outdoor learning
- The potential impact of outdoor learning on children
- Knowledge of health and safety issues associated with outdoor learning
- Up to date knowledge of National Curriculum content and current trends environment

### Desirable

- The diverse communities of Lancashire, Manchester and Merseyside

## SKILLS

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### Essential

- Good organisational and time management skills; accurate and methodical; able to prioritise workloads effectively, meet deadlines and monitor the outcomes
- Excellent communication skills including ability to present confidently to audiences of teachers and develop working relationships with a wide range of people
- Ability to take initiative and work independently but cooperatively
- IT literate and competent in the use of Microsoft Office
- A full UK driving license with access to vehicle with full business insurance cover

## PERSONAL QUALITIES

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### Essential

- A commitment and enthusiasm for nature conservation and outdoor learning.
- Commitment to the Trust's vision, mission and values
- Commitment to maintaining a clean workspace and consideration for use of communal resources
- Self-disciplined and confidence in own abilities
- A pleasant disposition and a good sense of humour
- A positive and mature approach to others
- Ability to use tact and diplomacy when needed
- A commitment to Equal Opportunities

## General Terms & Conditions

**Holidays:** 25 days per annum pro rata, plus 3 occasional days per annum pro rata, increasing with length of service.

**Pension:** The Trust contributes to the NEST Pension Scheme. Full details will be provided.

**Hours of Work:** Full Time 37 ½ hours per week. Normal working pattern will be 9.00am – 5.00pm. Overtime is not paid but time off in lieu may be taken, where appropriate, as the post may involve some evening or weekend working.

**Duration of post:** This post is offered on a fixed-term basis for 2 years, continuation subject to funding. All new employees undertake a probationary period of 6 months; in which time they are expected to demonstrate their suitability for the post.

**Closing Date:** 22<sup>nd</sup> August 2019

**Interviews:** WC 2<sup>nd</sup> September 2019

To apply for this position you are required to complete an Application Form which can be downloaded from our Website: [www.lancswt.org.uk/jobs](http://www.lancswt.org.uk/jobs)

Completed applications should be returned to: [applications@lancswt.org.uk](mailto:applications@lancswt.org.uk) OR The HR Department, The Wildlife Trust for Lancashire, Manchester and North Merseyside, The Barn, Berkeley Drive, Bamber Bridge, Preston, PR5 6BY.

Thank you for your interest in working for the Wildlife Trust for Lancashire, Manchester and North Merseyside. We look forward to receiving your application.

### **Criteria Common to All Job Descriptions:**

A Job Description sets out the purpose of the job, where it fits into the Trust's structure, the context within which the job holder functions and the principal accountabilities of job holders, or the main tasks they have to carry out. It is not a definitive work plan. This document is intended to provide guidance on the scope and function of the job.

### **Equal Opportunities Statement:**

All employees are required to adhere to and promote the principles and operation of the Trust's policies on equalities, to ensure that services provided are relevant to ethnically diverse communities and other disadvantaged groups in the area.

### **Safety, Health and Environment Statement:**

All employees are required to ensure that all duties and responsibilities are discharged in accordance with the Trust's Safety, Health and Environment (SHE) at Work Policy and associated SHE policies and guidelines. They should take reasonable care for their own Health and Safety and that of others who may be affected by what they do or do not do. Staff should correctly use work items provided by the Trust including personal protective equipment in accordance with training or insurance. All members of Trust staff are responsible for informing their line managers of any potential gaps in the current Trust Policy. All employees are responsible for ensuring that the SHE Policy is up to date and continuously reviewed and evaluated.

### **Performance Review:**

All employees will participate in the Trust's Performance Review process. The process aims to ensure that performance standards/targets are jointly agreed between employees and line managers and are achieved within agreed time scales. Failure to maintain an appropriate standard indicated by management can result in Capability proceedings being taken.

### **Commensurate Statement:**

At times, the Post holder will be required to undertake other duties and responsibilities of a similar level and nature in order to support workload peaks and resources and skill shortages, ensuring priorities are met. This will be sensitive to available resources and individual skills and will generally be within the same area.

### **Adherence to Staff Handbook, Policies and Procedures:**

The Trust is a large, diverse charitable organisation and as such needs to ensure that all employees are aware of their obligations to and from the organisation. These are clearly defined in the Staff handbook, the Intranet and in the policies and procedures adopted by Council as part of the Trust's governance. All Employees have an obligation to read and understand these policies, especially those that are pertinent to this role.