



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
- 2 Astley Moss
- 3 Aughton Woods
- 4 Barnaby's Sands and Burrows Marsh
- 5 Bolton, Red Scar and Tunbrook Woods
- 6 Brockholes
- 7 Cadishead Moss and Little Woollen Moss
- 8 Cross Hill Quarry
- 9 Cutacre
- 10 Dean Wood
- 11 Foxhill Bank
- 12 Freeman's Pasture
- 13 Freeman's Pools
- 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

- 23 Middleton
- 24 Moor Piece
- 25 Moston Fairway
- 26 Over Kellet Pond
- 27 Pleasington Old Hall Wood
- 28 Salthill Quarry
- 29 Seaforth
- 30 Summerseat
- 31 Upper Coldwell Reservoir
- 32 Warton Crag
- 33 Wigan Flashes
- 34 Willow Farm Wood
- 35 Winmarleigh and Cockerham Moss

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

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?

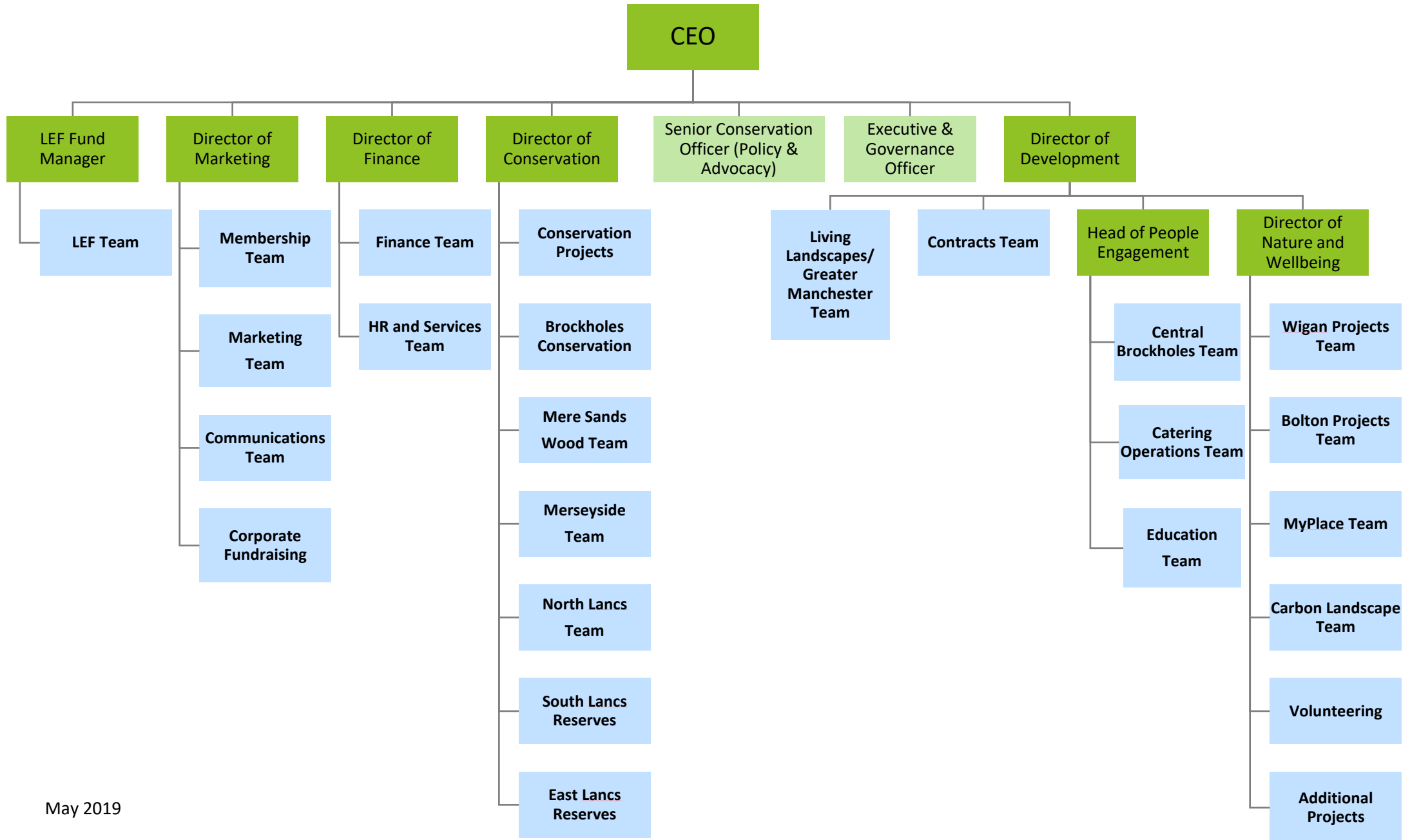
Passion

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.

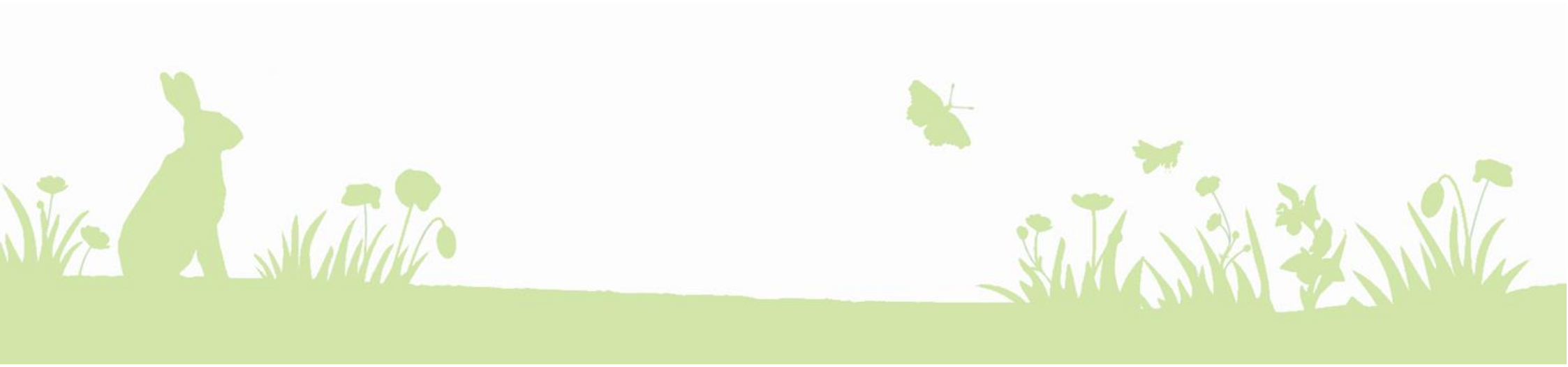
Lancashire Wildlife Trust Organisation Chart



About the project

The Contract Services Department of the Lancashire Wildlife Trust has developed over the years into a professional and respected unit within the organisation for the delivery of a range of conservation, landscape and countryside management work. We secure and deliver contracts for a range of external clients as well as working on behalf of various projects and departments within the Trust. Based at Brockholes Nature Reserve, near Preston, the team works across a wide area within the region.

Staff in the Contract Services Department are engaged in practical work which is varied in nature and includes management of woodlands, wetlands and grasslands, habitat creation works and maintenance of public sites. These projects entail planting, tree felling, vegetation management installing countryside furniture, fencing and general maintenance of sites. We carry out significant amounts of specialist work restoring lowland peat bogs and work locations can be remote, with access to work areas being challenging. There are opportunities to work on some of the best nature conservation sites in the region in both rural and urban areas.



Job Description – Temporary Conservation and Landscape Operative



Lancashire,
Manchester &
N Merseyside

Post Title:

Temporary Conservation and Landscape Operative

Responsible to:

Contracting Manager

Location:

Working at Various Locations. Based at Brockholes Nature Reserve

Hours of Work:

40 hours per week

Salary:

£17,076.80 per annum

Duration of post:

Until 31st March 2020

PURPOSE OF POST

To work as part of the Contract Services delivery team to carry out practical conservation and landscape work on a range of sites.

Carry out required tasks to a high standard, according to specifications and contract deadlines

Work with the Senior Operatives to provide and maintain equipment and resources and ensure efficient running of contracts.

KEY ROLES AND RESPONSIBILITIES

1. Carry out a range of conservation, landscaping and countryside management tasks according to specifications provided and adhere to relevant contract timescales and deadlines, ensuring that work is of a high quality at all times.
2. Operate machinery and equipment according to training and instruction received, ensuring routine maintenance is carried out and personal usage records are kept
3. Work as part of a flexible team, maintaining effective working relationships with other team members and Trust staff
4. Represent the Lancashire Wildlife Trust in an appropriate and positive way, responding to the public, clients and representatives of other organisations in a courteous and helpful manner
5. Adhere to the Trust's Health and Safety policy and observe safe working practices and method statements.

Job Description

1. Drive Lancashire Wildlife Trust vehicles to and from work sites, transporting materials, equipment and team members
2. Undergo training and instruction in Health and Safety procedures and ensure that adhere to all procedures and arrangements
3. Undergo training appropriate to the post and consistent with the operational needs of the team
4. Attend team meetings, project briefings and performance reviews, as required
5. The job holder is required to follow and comply with all policies and procedures of the Trust which includes the Trust's Safety, Health & Environmental procedures in the workplace, ensuring personal safety and the safeguarding of the interests and safety of all staff, trainees, volunteers, visitors, and others at the Trust.
6. To uphold the working values and expectations of the Lancashire Wildlife Trust
7. To carry out other duties relevant to your post as reasonably required by your line manager



Person Specification

EXPERIENCE

Essential

- Experience of practical conservation or landscaping work
- Experience of working in an outdoor environment

Desirable

- Experience of working in remote locations and challenging environments
- Experience of working to specifications and deadlines
- Experience of operating site machinery and equipment

KNOWLEDGE

Essential

- Basic knowledge of conservation and landscaping techniques
- Basic knowledge of essential tools and materials utilised in conservation and landscaping

Desirable

- A vocational qualification or technical certificates relevant to the conservation or landscaping industries
- Knowledge of health and safety systems for site working

SKILLS

Essential

- Practical conservation and landscaping skills
- Team working skills
- Ability to communicate effectively with other staff members
- Full driving licence (category B)
- Ability and willingness to drive work vehicles of up to 3.5T
- Ability to keep basic records

Desirable

- Licences for site machinery such as chainsaw, brushcutter, tractor
- Licence for use of pesticides (Pa1 & Pa6)
- Licence for site plant eg tracked excavator, dumper

PERSONAL QUALITIES

Essential

- Self-motivation and flexible attitude to work
- Commitment to the completion of projects to a high standard
- A commitment to the aims of the Trust and the delivery of environmental projects
- Ability to work with other team members and form positive and productive working relationships
- Ability to carry out strenuous work activities on remote and challenging sites

General Terms & Conditions

Holidays:	25 days per annum pro rata, plus 3 occasional days per annum, increasing with length of service.
Pension:	The Trust contributes to the NEST Pension Scheme. Full details will be provided.
Hours of Work:	Full Time 40 hours per week, additional hours may be available. Normal working pattern will be 7.30am – 4.00pm.
Duration of post:	This post is offered on a fixed-term basis until 31 st March 2020. 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:	Wednesday 18th September
Interviews:	Week beginning 23rd September

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

As an inclusive employer, The Wildlife Trusts value diversity and we're committed to creating an inclusive culture where everyone is able to be themselves and to reach their full potential. We actively encourage applications from people of all backgrounds and cultures. We believe that a diverse workforce will help us create our vision of people close to nature, with land and seas rich in wildlife.

To understand how we are performing, we ask that you kindly complete a Diversity Monitoring Form in addition to your application. Please be assured that your responses are kept confidential, separate from your candidate record, are not part of any application you make, and that the recruiting staff never see individual responses to the questionnaire.

Completed applications and diversity monitoring forms should be returned to: applications@lancswt.org.uk

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