



Lancashire,
Manchester &
N Merseyside

The Wildlife Trust for Lancashire, Manchester and North Merseyside

Recruitment Pack

2021



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	Cadishhead 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	Hghfield 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

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?

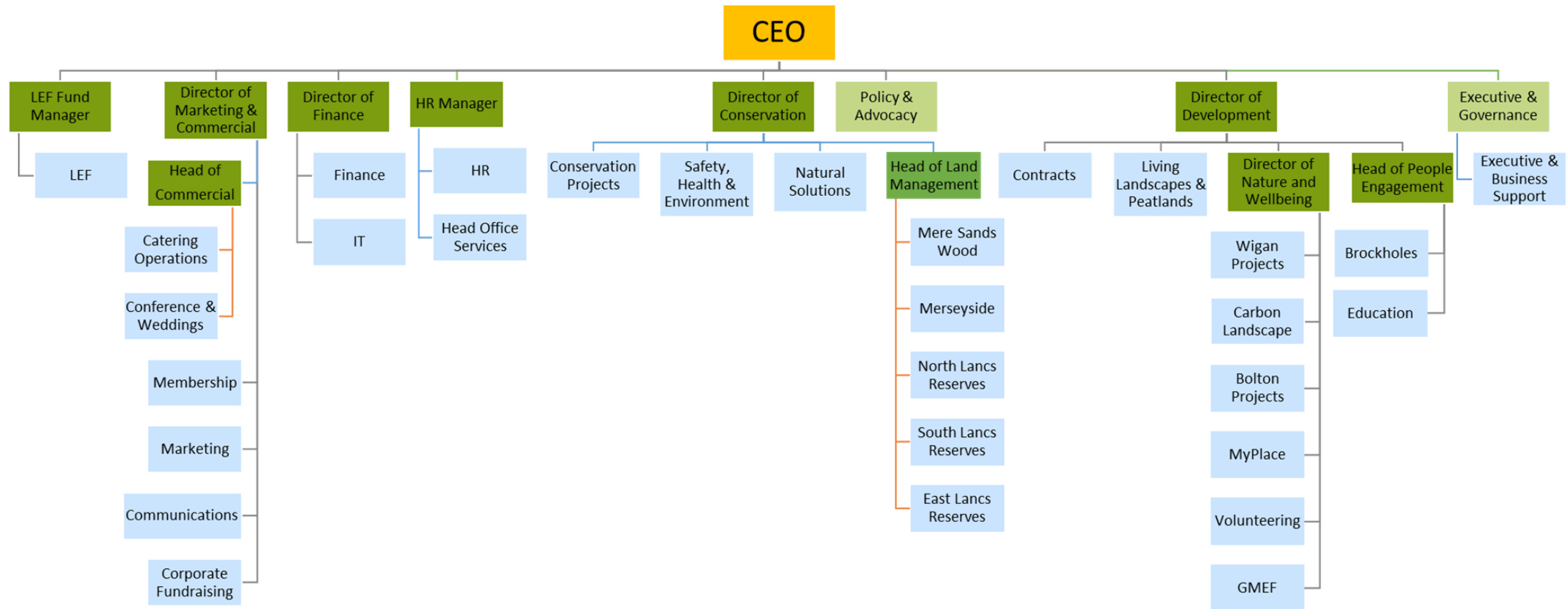
Passion

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

Lancashire Wildlife Trust has been a leader on lowland peatland restoration in the region for over 20 years, managing a number of designated SSSI and SAC sites, totalling around 200 ha, both owned by the Trust and on behalf of local authorities, and delivering pioneering and nationally significant habitat restoration and community engagement activity. The Trust has also been at the forefront of developing new and more diverse income streams for peatlands in the region, establishing its Natural Carbon Capture scheme over 10 years ago.

More recently LWT has taken on the role of managing the Greater Manchester Environment Fund, the UK's first regional environmental impact fund. Lancashire Wildlife Trust plays a key role in bringing partnerships together to champion our precious peatlands. The Trust co-ordinates the Lancashire Peat Partnership and its involvement in the Great North Bog, a grand-scale peatland restoration initiative of 6 peat partnerships, covering upland peat in northern England. LWT is also the lead partner in the Great Manchester Wetlands Partnership (GMWP) and its £3.2million Carbon Landscape project.

The Lancashire Peatlands Initiative is driving forward a co-ordinated approach to all of our peatland habitats in Lancashire and Greater Manchester, to raise awareness of their importance and build resilience for their future protection. We are working to improve or restore key peatland habitats, to campaign with partners to change attitudes of people, policymakers, businesses and organisations, to develop sustainable and innovative funding streams, and to engage with local communities about the precious peatlands on their doorstep. Our diverse programme of work includes restoration and improvement of lowland and upland peatland habitat, including of a former commercial peat extraction site in Chat Moss, reintroduction of species such as the Large Heath Butterfly, peat-free campaigns, work to strengthen the Lancashire Peat Partnership, and piloting innovative, alternative land use practises on our Winmarleigh Carbon Farm.



Job Description - Lancashire Peatlands Initiative Project Officer



Lancashire,
Manchester &
N Merseyside

Post Title:

Lancashire Peatlands Initiative Project Officer

Responsible to:

Lancashire Peatlands Initiative Project Manager

Location:

The Barn, Berkeley Drive, Bamber Bridge, Preston, PR5 6BY.
Hybrid working will be allowed (working from home for some of the time and from your usual place of work some of the time).

Hours of Work:

37.5 hours per week

Salary:

£23,820.31 per annum

Duration of post:

4 years

PURPOSE OF POST

The Lancashire Peatlands Initiative Project Officer will design, fundraise for, and deliver a programme of works, managing contractors and the work of volunteers as appropriate, that will restore, manage, create and champion both lowland raised bogs and upland peatlands, as well as marginal associated wetland habitats that create a bigger, better and more joined up landscape across Lancashire and Greater Manchester.

The Project Officer will undertake a range of technical and professional work in differing situations and often with considerable responsibility and autonomy; they will be the co-ordination point for planning and delivery of LWT's peatland activities in Chat Moss both internally and with partners, and also play a key role supporting and facilitating activities of the Lancashire Peat Partnership (LPP), which LWT co-ordinate, as well as activity of the Great North Bog (GNB) initiative, a grand-scale peatland restoration initiative of 6 peat partnerships, covering upland peat in northern England. For the first year at least, the project officer is likely to split their time equally between lowland peatland activity in Chat Moss and the upland LPP/GNB delivery, and expect to be out on site at least 3 days a week.

The project officer will be responsible for managing and supporting the LPI Assistant Project Officer and Placements, as well as volunteers, participants, contractors, visitors when required.

KEY ROLES AND RESPONSIBILITIES

- To work as part of a team of staff, trainees and volunteers to implement a peatland restoration programme: produce and implement site development plans, including carrying out detailed surveys for identifying and quantifying restoration works required, liaising with landowners and managers, production and management of budgets (up to the value of £100,000 per year), acquisition and maintenance of equipment, supervision and co-ordination of volunteers, and overseeing contract tender processes and supervising restoration works on the ground.
- To ensure compliance with legal obligations including biodiversity and health and safety regulations. This will involve land tenure issues, undertaking risk assessments, supervising volunteers and contractors and monitoring work practices.
- To undertake a range of practical and physically demanding management tasks, both alone and in conjunction with other staff, contractors and/or volunteers to maintain land, buildings and equipment that we own or manage to ensure they are in a satisfactory and secure state.

Job Description

- To undertake biological and hydrological recording and monitoring activities to assess condition of sites that LWT manage, and impacts of restoration activities, also in line with requirements for stewardship, funders or designated sites.
- To work with the LPI Project Manager, relevant conservation staff and wider partnerships to identify and prioritise new peatland projects, design and cost up proposed work, and fundraise accordingly.
- To line manage and support the LPI Assistant Project Officer
- To work with the Assistant Project Officer as required to recruit, train and support volunteers, and support key volunteers to become Peatland Champions
- To work with other LPI staff and the comms team to support and deliver education and engagement activities to raise awareness of the value of peatlands for wildlife, carbon, water storage and public benefits.
- To provide reports for the LPP, Care-Peat, funding bodies and Trust committees as required.
- Be the co-ordination point for LPI activities in Chat Moss both internally and for partners e.g. from Great Manchester Wetlands Partnership/ Carbon Landscapes – keeping an overview of works planned, ongoing activities and future opportunities/priorities
- To support the delivery of LWT's work within the EU Care-Peat project, supporting colleagues with monitoring/maintenance of the Winmarleigh Carbon Farm pilot as required.
- To provide secretariat for the Lancashire Peat Partnership (LPP): coordinate meetings / communications with partners and facilitate joint LPP activity; support LPP collaborative working with the Great North Bog (GNB) partners.
- To support delivery of a Northern Wildlife Trusts joint 'GNB project' funded by People's Postcode Lottery. This involves working with LPP partners in the uplands to develop a portfolio of "shovel-ready sites" for future funding and Peatland Code registered sites to attract private investment.
- To liaise regularly with a range of contacts: Wildlife Trust staff and volunteers; landowners/land-managers; contractors and suppliers; officers from other bodies, including statutory bodies, local government, NGO's and academic institutions; committee/Partnership work, e.g., Lancashire Peat Partnership, GM Wetlands partnership, Carbon Landscape, Great North Bog etc; addressing audiences of 10+, including leading guided walks / workshops; funders and sponsors, potential and actual.
- Flexibility and a willingness to work regular unsocial hours. Overtime is not paid but time off in lieu may be taken, where appropriate, as the post will involve some evening or weekend working.
- Frequent travel around the Trust area and occasionally beyond.
- 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.
- To work as part of a team alongside staff and volunteers as required.
- To uphold the working values and expectations of the Lancashire Wildlife Trust.
- To carry out other duties relevant to your post as reasonably required by your line manager.

Person Specification

EXPERIENCE

Essential

- Substantial (more than 2 years) proven practical land management and conservation experience working within a recognised conservation agency in a professional or voluntary capacity.
- Producing and delivering site development / management plans.
- Report production, fundraising and grant claims.
- Preparing and managing budgets and contracts.
- Recruitment and supervision of contractors and volunteers, coordinating the Health and Safety requirements of practical work and sites.
- Ecological and hydrological surveys.

Desirable

- Liaison with a wide range of individuals and organisations.

KNOWLEDGE

Essential

- Thorough knowledge about peatland / mossland habitats, their associated species and appropriate management, as well as their key benefits.
- Ecological and hydrological survey methodology.
- Knowledge about tendering procedures and CDM regulations.

Desirable

- A degree in a relevant environmental discipline would be an advantage but it is not essential.
- Familiarity with the current legislation, policy and national strategies that underpin much of our work.

SKILLS

Essential

- Communicate effectively, both verbally and in writing, to a wide range of audiences.
- Competent to undertake practical conservation management (preferably including industry certificated competence in chainsaw, brushcutter etc.).
- Researching, compiling and report writing skills.
- Full current driving license and access to own vehicle.

Desirable

- Implementing effective measurement and monitoring approaches for peatland improvements including carbon emissions.
- Familiarity with GIS packages.

PERSONAL QUALITIES

Essential

- Ability to maintain high levels of enthusiasm in particular the ability to enthuse and motivate volunteers.
- Ability to work well on own initiative and co-operatively as part of a team, with a positive and mature approach demonstrating integrity, tact and diplomacy.
- A strong affinity with wildlife/wildlife habitats, preferably peatlands, and the work of the Wildlife Trust.
- Willingness to be flexible and respond to changing circumstances.

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 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 4 year fixed-term contract. 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 4 August 2021
Interviews:	w/c 9 August 2021

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.



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