



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?

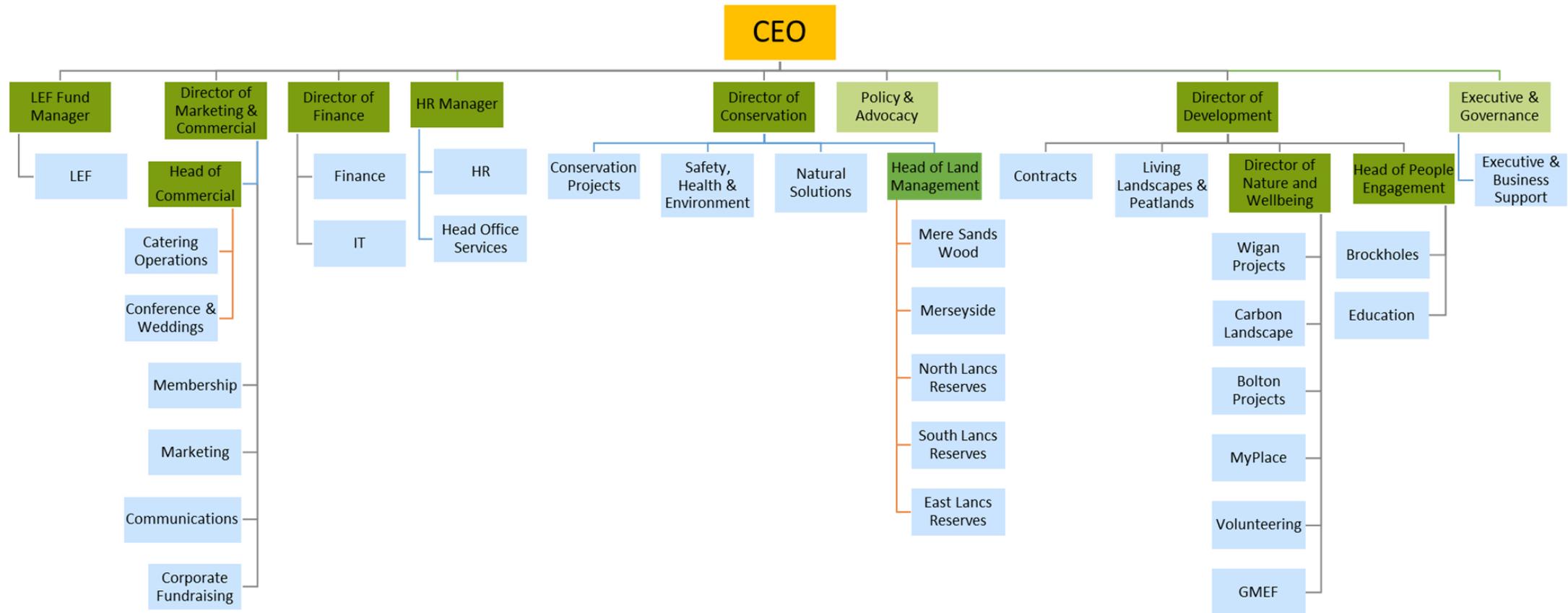
Passion

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

The Greater Manchester Environment Fund is a pioneering regional impact investment vehicle that unites public, private and philanthropic funding partners in a mission to tackle the urgent environmental challenges facing the city region.

Greater Manchester (GM) faces major environmental challenges that threaten the future health and prosperity of the city region, with dangerous levels of air pollution, degradation of priority habitats and increasing risks from climate change.

In response, GM's Mayor launched a 5-Year Environment Plan for the city region with the ambitious vision for a "clean, carbon-neutral, climate resilient city region with a thriving natural environment" and demanded urgent action to achieve this.

Recognising that traditional grant and public funding will be insufficient alone to deliver these ambitions, Greater Manchester Combined Authority (GMCA) is pioneering a new approach to take on these challenges and safeguard GM's natural environment for future generations.

A partnership between GMCA, Lancashire Wildlife Trust and Finance Earth has developed the Greater Manchester Environment Fund (GMEF) as an independent vehicle to support GM's ambitions for the restoration and improvement of the natural environment. GMEF is the UK's first regional environmental impact fund, targeting social, environmental and financial outcomes and seeking to recycle capital back into realising GM's environmental ambitions over the long-term.

GMCA has committed substantial funding and resources since 2016 to support the development of GMEF as an independent public, private and third sector initiative with the aim of securing more sustained investment in GM's natural capital. As one of the five priorities within the Greater Manchester 5 Year Environment Plan, GMEF has been designed in consultation with an Advisory Group made up of key local stakeholders, who have kindly provided their time and guidance to support the development of the fund. The development of GMEF has been funded through generous contributions from Peel Group, United Utilities and the Environment Agency, and Lancashire Wildlife Trust won the contract to be the managing partner.

A first task in winning the contract was to secure further pump priming grants. Lancashire Wildlife Trust, on behalf of the newly emerging GMEF and interested partners, were successful with a bid to Round 1 of the Green Recovery Challenge Fund. The Green Recovery Challenge Fund is a **short-term competitive fund to kick-start environmental renewal** whilst creating and retaining a range of jobs. It is funded by DEFRA and administered by the National Lottery Heritage Fund.



This pump priming funding will enable Lancashire Wildlife Trust to employ a Programme Team. We have the aspiration that within this next year we will secure further funds that will enable the expansion of GMEF to a size where the GMEF will be self-sufficient. We managed Lancashire Environment Fund through this process and have been managing this Fund ever since and for the last 22 years.

We are excited to invite applications for a Support Officer who can provide technical and administrative support to the Programme Manager as we develop and manage more funds to distribute to worthy projects across Greater Manchester. We are seeking someone who can become a welcoming first point of contact for GMEF and deal efficiently with all enquiries. Tasks will include preparing reports, taking minutes, booking meetings, supporting research, processing data, supporting grant claims to the Green Recovery Challenge Fund, helping with presentations, and organising events. We are seeking an enthusiastic multi tasker who can manage tasks simultaneously to ensure deadlines are met.

As a key member of the newly established Greater Manchester Environment Fund team, you will need a pro-active approach with the ability to use initiative in what is a fast moving, ever changing organisation in development.

For details about the Greater Manchester Environment Fund, our first open funding programme that is now live, and our most recent success with one of the biggest awards from the green Recovery Challenge Fund, please visit www.gmenvfund.org.uk and watch our promotional video <https://youtu.be/ruVjBb-aiNs>.

The attached Opportunity Summary provides more detail on our aspirations.



Job Description - GMEF Grants & Support Assistant



Lancashire,
Manchester &
N Merseyside

Post Title:

GMEF Grants & Support Assistant

Responsible to:

GMEF Programme Manager

Location:

Bolton ERC, Bury Road, Bolton, BL6 5EL

Hours of Work:

37.5 hours per week

Salary:

£18,452.70 per annum

Duration of post:

12 months (possible extension subject to funding)

PURPOSE OF POST

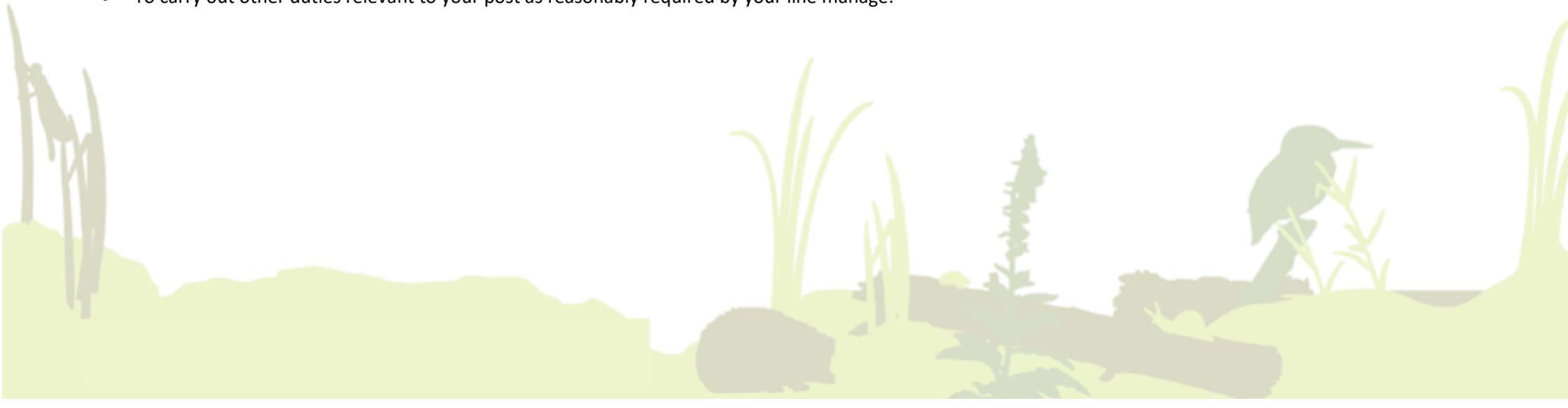
The postholder will work alongside the GMEF team to ensure efficient and professional grant administration support, with focus on collating information, general administration, promotional campaigns, and supporting the GMEF team as required.

KEY ROLES AND RESPONSIBILITIES

- To assist with grants administration work relating to the GMEF, eg. booking meetings and minute taking for meetings with partners.
- To support the team to collect, collate and evaluate information and produce reports from funded projects.
- To assist with the co-ordination of events and activities relating to the promotion of projects across Greater Manchester.
- To be first point of contact for and to manage enquiries that come through to the team by post, email and social media.
- To support regular communications of project activity and help with press releases, social media posts, taking photographs and videos, and video edits.
- To assist the GMEF team to develop an ambitious portfolio of investment opportunities for potential funders and investors.
- To support grant claims with the collation of information, inputting information in to claim forms, and producing good quality case studies using templates.
- To support grant evaluations by preparing and collating surveys, and ensuring all information is provided to set deadlines.
- To support with collective research on potential funders and investors for which training will be provided.

Job Description

- To support the GMEF team to give presentations by helping to compile information, and keeping a catalogued bank of photos and videos, ensuring all photo consents are completed.
- To ensure all projects and partners are GDPR compliant and agreements are in place for any data share.
- To undertake appropriate training activity for skills and personal development.
- Take an active role in the GMEF team, forming positive and co-operative working relationships.
- Work occasional flexible hours (weekend and evening) when required for project implementation.
- Undertake duties with full regard to all organisational policies and procedures, particularly health and safety, equal opportunities, customer care and environmental policies.
- 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

- Minute taking, presenting information for meetings, and managing the bookings for meetings.
- Implementing new systems and procedures.
- Producing reports and presentations using collated information.
- Customer Service experience.

Desirable

- At least one year experience of grants administration and the grant giving process.
- Presenting proposals for investment opportunities.
- Organising events.
- Communications including dealing with media and interacting with social media.

KNOWLEDGE

Essential

- Principles of good Customer Service.
- Project Management systems.

Desirable

- Grant making bodies and their processes.
- The natural environment and the challenges it faces.

SKILLS

Essential

- Excellent communication skills to engage a wide range of audiences and general public.
- Ability to develop working relationships with a wide range of people.
- Excellent IT skills including Office, databases, and Powerpoint.

Desirable

- Ability to operate, maintain and monitor information systems.

PERSONAL QUALITIES

Essential

- Friendly team player with good sense of humour.
- A strong empathy with the environment and a desire to improve it.
- Affinity for Lancashire Wildlife Trust and its work.
- Good organisational skills and the ability to prioritise workloads effectively.
- Self-discipline, ability to work with minimum supervision, to use initiative to adapt within a changing environment, and to meet deadlines.
- A positive and mature approach using tact and diplomacy, and to deal with information in a confidential manner at all times.

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 37.5 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 12 month fixed term basis. 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:** **Sunday 3 October 2021 – early applications welcome**
- Interviews:** **Suitable candidates may be invited to interview from 20 September 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.



**Lancashire,
Manchester &
N Merseyside**