



The Wildlife Trust for
**Lancashire
Manchester &
North Merseyside**



Recruitment Pack 2022

About Us

We're one of 47 Wildlife Trusts spread across the UK, the Isle of Man and Alderney.

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

Since then we have grown to be the largest nature conservation body in the area. We are uniquely positioned to lead change in our region, 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.

At LWT we believe that:

- Wildlife has intrinsic value, bringing colour, beauty and wonder to all our lives.
- The natural environment is under immense and growing threat, where we live and across the World.
- We are part of the natural world, and wildlife is relevant to every part of our lives; everything we do has an impact on it, and the natural environment affects our health, our wealth and our state of mind.
- Everyone can make a positive contribution to wildlife and can benefit from it.

Our mission is to:

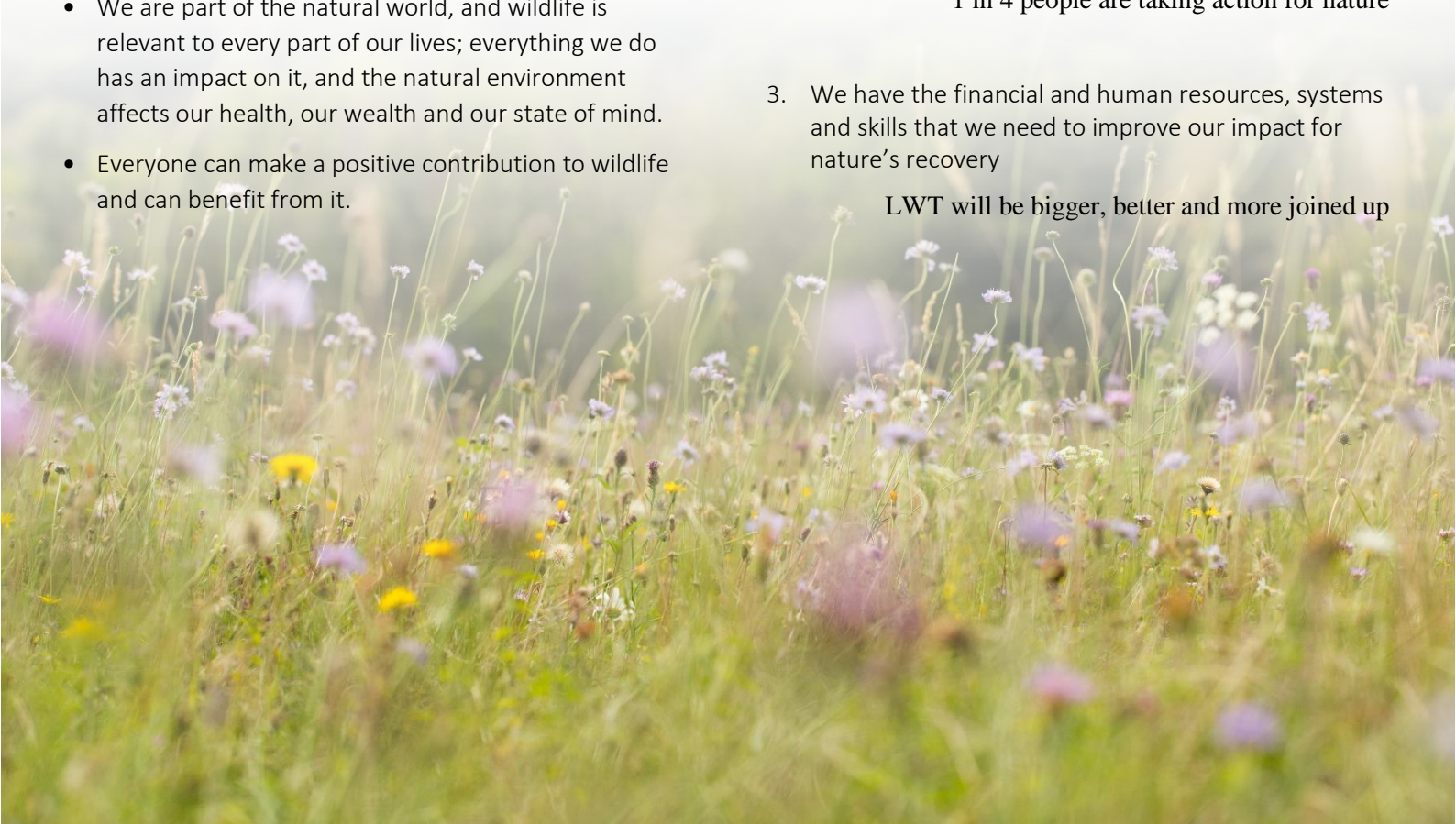
- Enable wildlife's recovery in our area by working in partnership with others to conserve, restore, create and connect habitats and to increase species abundance; and
- Connect people with nature and help them to take action for wildlife, wherever they are.

Our vision

is that nature is recovering on a grand scale across Lancashire, Manchester and North Merseyside, and in our sea, and that everyone is able to enjoy our increasingly abundant wildlife.

Strategic Goals & Ambition by 2030

1. Nature is in recovery with abundant, diverse wildlife and natural processes creating wilder land and seascapes where people and nature thrive
30% of land and sea is in recovery
2. People are better connected to nature in their lives and more are taking purposeful action for wildlife
1 in 4 people are taking action for nature
3. We have the financial and human resources, systems and skills that we need to improve our impact for nature's recovery
LWT will be bigger, better and more joined up

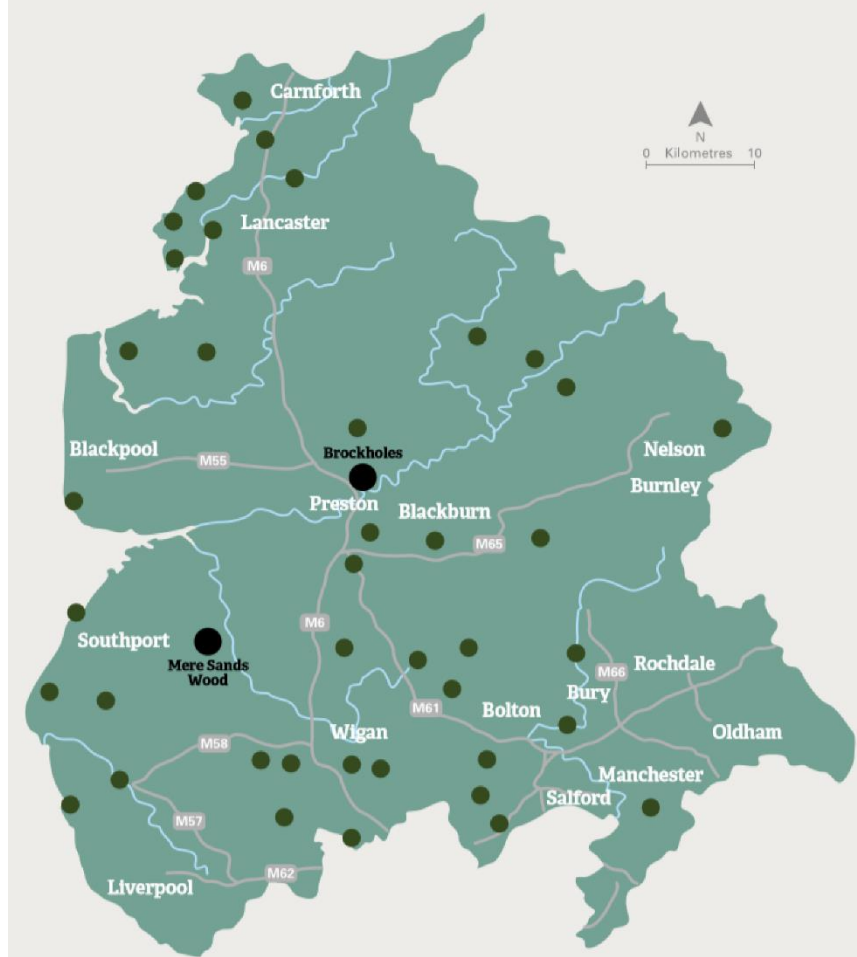


Our Reserves

We have saved many special places, acquiring and managing many of them as nature reserves—we look after 50 sites (including 42 of our own nature reserves), and a total of around 1,300 hectares of habitat, creating a network where people and wildlife can thrive, on your doorstep.

We believe that limited mobility shouldn't mean missing out on wildlife. Many of our reserves have accessible paths and boardwalks, disabled facilities and accessible bird hides, so you can fully immerse yourself in the great outdoors and discover the wonderful wildlife that lives on your doorstep.

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 Wildlife - OUR DOORSTEP-



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

Red squirrel by Mark Hamblin

Our Impact

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

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

More than **28,000 members** support the Wildlife Trust in the region and 800,000 across the UK

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

We have over **1,200 dedicated volunteers** supporting us on a regular basis, with their time, skills and experience - adding to the 750,000 volunteering across the UK

Our reserves cover more than **1,300 hectares** across the region

We own or manage **42 nature reserves** in the region

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, restoring threatened peatlands and collecting essential scientific data. We do this on land and at sea to secure a brighter future for both wildlife and wild places across our region.

Wildlife has a magical power to connect people from all walks of life and give local communities a sense of ownership. We are dedicated to opening up the natural world to absolutely everyone, improving people's health and wellbeing and helping locals forge new connections through a number of fantastic community projects. 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. We believe that wildlife and nature have the power to instil confidence, heal the mind and help people meet their potential, which is why we champion a number of ecotherapy-based projects for both children and adults and the positive impacts to date have been phenomenal.

Find out more at www.lancswt.org.uk/our-work/our-projects



Strategic Plan

We will continue to 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.

In all we do to achieve our strategic goals, we strive to:

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.

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.

We promote a culture where our staff, trustees and volunteers are Wild About Inclusion, where difference is celebrated, everyone can be themselves, feel respected and able to contribute to their full potential.

What does an LWT team member look like?

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.

Passion

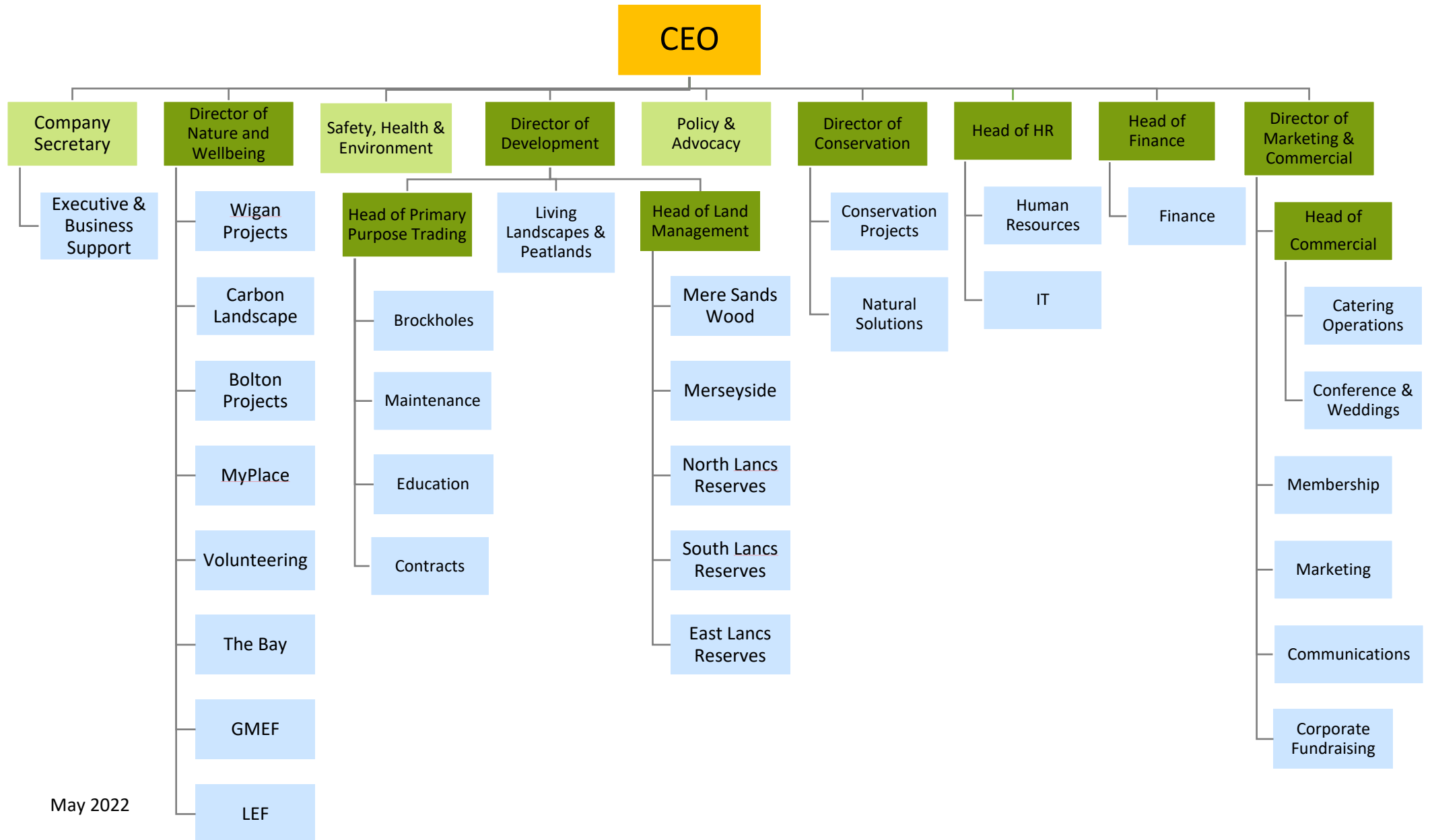
- Passion is at the very heart of every LWT team member. With a love of wildlife, a passion for helping make a difference, or a will to help and inspire others. From our staff to volunteers and our members, we have passion by the bucket load!

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



May 2022

About the service

Lancashire Wildlife Trust has developed our established green wellbeing programme, Myplace, in Partnership with Lancashire and South Cumbria NHS Care Foundation Trust since 2016. Now operating as LWTs Nature and Wellbeing Service we provide opportunities for participants to get hands on with nature, look after their wellbeing and help to improve their local green spaces for people and wildlife alike.

Nature and Wellbeing participants range in age from young people to adults. Many of our Nature and Wellbeing participants will be facing multiple disadvantages. By engaging with our Nature and Wellbeing service they will have opportunities to increase their skills and confidence by playing an active part in nature's recovery. By actively experiencing implementing the 5 Ways to Wellbeing people will have the opportunity to meet new people, learn new things, be active, give back to nature and their community, and to stop and take notice of their natural world. In doing so many people experience a positive effect for their wellbeing. Alongside this we will also support progression into further skills development, volunteering, or employment where appropriate.

Referrals come from a variety of sources across our communities and networks, including but not limited to: the NHS, social prescribers, community partners, schools and colleges, and self-referrals. The ability to work to develop and maintain partnerships and referral pathways is an important element of the service provided as it enables Lancashire Wildlife Trust to ensure that those most in need of our Nature and Wellbeing service are able to access it.

In order to sustain the free to access Nature and Wellbeing service for our local communities our Nature and Wellbeing team also deliver commercial nature and wellbeing activities with the income generated reinvested into community delivery, as well as applying for grant funding and contracted work. This means we are often at the forefront of innovation in this field.

Our Nature and Wellbeing team work both across our Wildlife Trust and right in the heart of our communities and as such deliver a varied and highly rewarding programme of work that achieves important outcomes for both people and nature. In doing so we work with young people and adults and a diverse range of people across both social and geographical communities.





The Wildlife Trust for
**Lancashire
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Post Title:

Assistant Nature & Wellbeing Officer

Responsible to:

Senior Nature and Wellbeing Officer

Location:

Subject to discussion and main location of delivery work, some home working optional.

Hours of Work:

22.5 hours per week

Salary:

Up to £21,000 pro rata per annum depending on experience

Duration of post:

Permanent

Job Description

PURPOSE OF POST

To assist in the planning, organisation and delivery of group activity for people with poor health and wellbeing to connect with nature, using the 5 ways to wellbeing whilst also playing an active role in nature's recovery within identified local communities. You will also support people's personal development and work within communities to encourage people to develop ways to sustain their connection to nature across their wider long term lives. Where appropriate this will also include supporting participants to progress towards employment, education, or training including offering accredited training.

This post is part of Lancashire Wildlife Trusts Nature and Wellbeing Service, a programme delivered through grant funding, donations and income generation. As an Assistant Nature and Wellbeing Officer you will support the wider Nature and Wellbeing service deliver nature and wellbeing activities across a range of locations. This will include working with groups and partner organisations helping to diversify the variety of people and communities that see nature as relevant and accessible for them. This is a practical role delivering environmental engagement activities and nature recovery work with small groups of people three days per week.

This is an exciting opportunity for someone passionate about working with a wide range of communities, taking action for nature, and delivering inspiring activities that help people connect with nature to support both people and nature's recovery.

KEY ROLES AND RESPONSIBILITIES

- To supervise trainees, and volunteers as required.
- To organise and be responsible for the delivery and performance of your work, ensuring effective prioritisation in liaison with the wider Nature and Wellbeing service, Nature and Wellbeing Manager and relevant teams within LWT.
- To maintain systems allowing successful reporting against KPIs and safe working practices.
- Contribute to income generation for the Nature and Wellbeing Service through varied sources by being part of the delivery of Corporate Nature and Wellbeing activities as required.
- Raising awareness of the Programme, LWT and the value of nature for wellbeing by contributing content for social media and communications.

Job Description – Assistant Nature and Wellbeing Officer

- Plan and delivery of sessions and activities that are engaging, inspiring, and support personal development, and actively contribute to nature's recovery.
- To work closely with Lancashire Wildlife Trust staff, volunteers and community partners to maximise move on volunteering opportunities for nature and wellbeing participants.
- Maintain systems to monitor and evaluate the project and ensure there is a clear audit trail for LWT and funders.
- To ensure all activities are fully accessible and inclusive where practicable, and comply with the Equal Opportunities Policy.
- To undertake appropriate training activity for skills and personal development.
- Work closely with the Nature and Wellbeing team and wider teams across The Wildlife Trust.
- Liaise with a range of contacts as required to deliver group work, including:
 - Members of the public, community groups, and organisations
 - Wildlife Trust officers and staff
 - Environmental organisations
- Maintain your own reporting and admin as required to ensure delivery is compliant and can be reported on to funders and LWT.
- Deliver innovative participant led activities, including personal development opportunities and accreditation.
- Ensure your activity meets agreed targets
- To look for opportunities both within LWT and across our communities that support participants to move on and benefit from a long term connection to nature after participation.
- To support the Nature and Wellbeing Team in responding to opportunities that support income generation and programme sustainability from funding applications to the sale and delivery of nature and wellbeing experiences.
- To ensure that all Health and Safety legislation and guidelines, Safeguarding Policies and Information Governance Policy are adhered to, as part of the overall provision of ensuring a safe environment for site users.
- To be responsible for the health and safety of volunteers, surveyors and contractors when working on site in accordance with the Health and Safety at Work Act 1974, and the Wildlife Trust's Health and Safety Policy, and ensure that all health and safety legislation and guidelines are adhered to.
- 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 uphold the working values and expectations of the Lancashire Wildlife Trust.
- To undertake any other duties and responsibilities as reasonably required by your line manager, consistent with the objectives of the post and in support of the Nature & Wellbeing Team.

Person Specification

EXPERIENCE & KNOWLEDGE

Essential

- Experience of delivering environmental activities with small groups
- Experience in working with participants and volunteers, particularly from challenging backgrounds
- Experience in working with people from varied backgrounds who may be affected by poor health and wellbeing.
- Up to date knowledge of practical conservation techniques, particularly in urban settings.

Desirable

- Good level of IT competency and experience
- Experience of supervising volunteers
- Experience in designing and developing spaces for wildlife and addressing community issues / opportunities
- Experience in developing and producing practical tasks and activities that are inspirational, encourage team dynamics and increase self esteem
- Proven knowledge of mental health, therapies to address mental health conditions and services available for people who suffer with mental health conditions
- Up to date knowledge of Health and Safety guidelines when working with adults, children and young people, including child protection and safeguarding policies

SKILLS

Essential

- Excellent communication and interpersonal skills
- The ability to motivate, inspire and engage people from a variety of backgrounds and with limited experience of nature
- Excellent organisational skills and the ability to work independently to achieve the required evidence and administrative functions relevant to your delivery that support funders requirements.
- A full driving licence, access to the use of a vehicle with full business insurance cover
- Ability to set, prioritise and achieve targets on time.

Desirable

- Excellent writing, presentational and promotional skills, including the use of social media.

PERSONAL QUALITIES

Essential

- Commitment to the work of the Trust and its volunteer work.
- High levels of enthusiasm, self-motivation and confidence.
- Empathy with those that suffer from mental ill health and an understanding of ways in which we can improve health and wellbeing through Nature and Wellbeing activity
- Ability to develop working relationships with a wide range of people.
- Willingness to be flexible and respond quickly to changing and unexpected circumstances

General Terms & Conditions

Holidays: 28 days per annum (increasing with length of service), including 3 occasional days for office closure during the Christmas/New Year period, plus bank holidays. Pro rata for part-time employees

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

Hours of Work: Part time 22 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 as a permanent 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 31st August 2022**

Interviews: **Thursday 15th September 2022**

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.