



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**

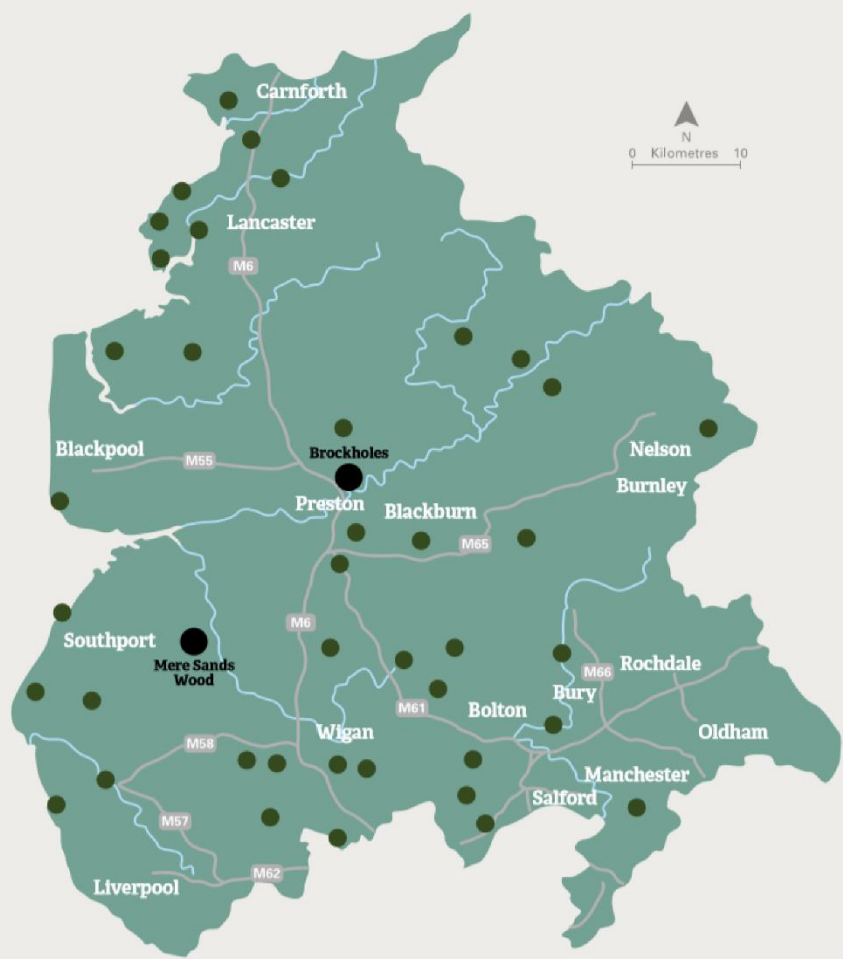


# Our Reserves

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](http://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

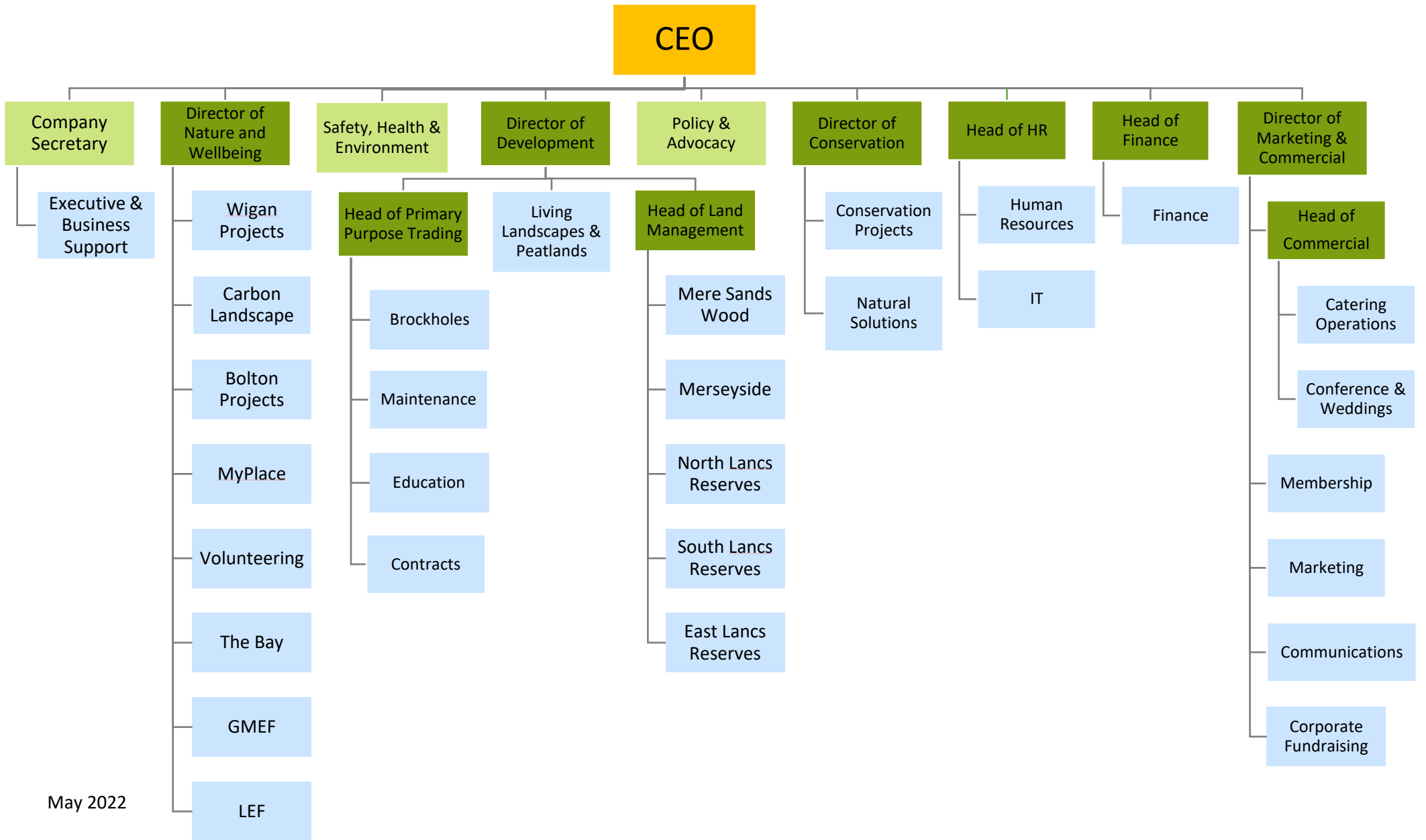
- Passion is at the very heart of every LWT team member. With a love of wildlife, a passion for helping make a difference, or a will to help and inspire others. From our staff to volunteers and our members, we have passion by the bucket load!

### 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 project

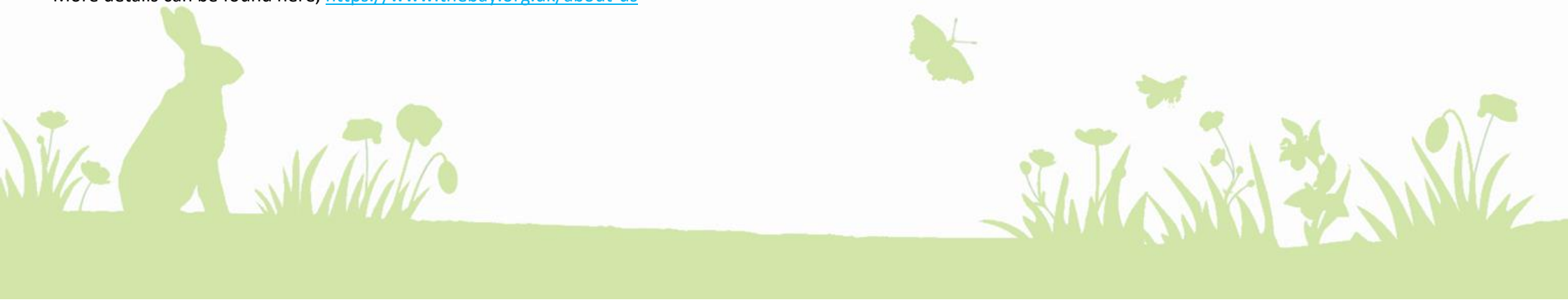
'*The Bay: A Blueprint for Recovery*' is an exciting new programme made possible with funding from players of People's Postcode Lottery. *The Bay* will create a new narrative for recovery around Morecambe Bay that can help inform and inspire the recovery of other coastal communities across the country. Helping people recover from the effects of Covid19 and resulting social isolation, the project is seeing systemic change and lasting legacy through the creation of hubs, a network of community mentors, and embedded NHS social prescribing referral pathways, as well as digital resources that will continue to engage and inspire the whole population.

The programme brings together The Wildlife Trust for Lancashire, Manchester & North Merseyside's award winning *Myplace* wellbeing programme, the Wildlife Trusts' *Living Seas* coastal engagement experts, the bold vision of the Eden Project, Cumbria Wildlife Trust, and Lancashire and South Cumbria NHS Foundation Trust seeking the maximum benefit for people and nature, in our fight for recovery from the pandemic.

***The Bay*** will capitalise on the huge national public interest as Eden Project North is creating in Morecambe Bay, a unique moment in time to drive powerful momentum. The envisioned scale is part of the innovation addressing a climate, an ecological and a mental health crisis. Creating a scaled up whole population approach the project is providing interventions supporting reduced loneliness and isolation, and improved health and wellbeing across our communities as we seek a recovery pathway from Covid19. Our Blueprint for Recovery will be promoted nationally.

We encompass the wider area of Morecambe Bay, with 3 delivery areas: Barrow-in-Furness, Morecambe, and Wyre.

More details can be found here, <https://www.thebay.org.uk/about-us>







## About the partnership

The Partners have very clear roles and complementary skills:

Building on the established success of the *MyPlace* Project and existing social prescribing referral pathways The Wildlife Trust for Lancashire, Manchester & North Merseyside (LWT) will lead the specialist health and wellbeing delivery, building new pathways with social prescribers and the NHS, as well as progression routes for participants moving between interventions and into wider community engagement opportunities.

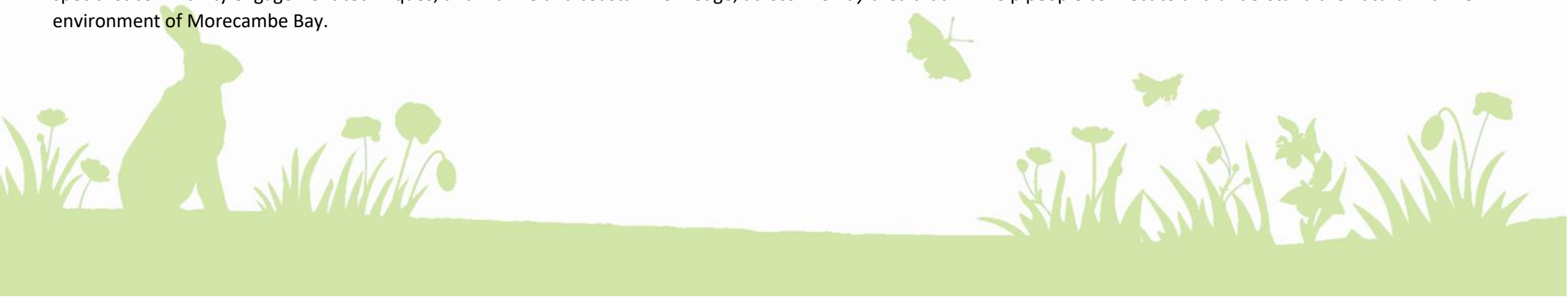
LWT co-ordinate the partnership and manage the Business Development Team, including Programme Manager, Communications Officer, and the development of a blueprint based on programme learning to be shared nationally as well as the financial sustainability to embed the programme within communities in the long term.

Alongside the Business Development team there are 3 delivery teams, each comprising of a Nature and Wellbeing Officer, a Community Engagement Officer, and a Trainee.

LWT also lead the delivery across the communities of Wyre, south of Morecambe.

The Eden Project lead delivery directly in Morecambe, building pathways into long-term engagement through the Eden Project North development. With a focus on training, Eden Project will lead the Traineeships, building links with education establishments and academia and through the Morecambe Bay Curriculum.

Cumbria Wildlife Trust (CWT) lead hub delivery in Barrow in Furness dispersed coastal communities north of Morecambe. As the lead for Living Seas North West, CWT bring specialist community engagement techniques, and marine and coastal knowledge, across *The Bay* area that will help people connect to and understand the natural marine environment of Morecambe Bay.





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

**Post Title:**

*The Bay*- Trainee

**Responsible to:**

*The Bay* Programme Manager

**Location:**

Some home working will be required.  
The 2 posts will have bases in  
Morecambe, and Fleetwood  
respectively.

**Hours of Work:**

37.5 hours per week

**Salary:**

National Minimum Wage

**Duration of post:**

12 months

## Job Description

### PURPOSE OF POST

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**(2 posts: Morecambe and Fleetwood)**

The Bay is an exciting programme of work in it's second year of operation made possible with funding from players of People's Postcode Lottery. Trainees will work as part of the delivery teams to deliver an inspiring and innovative programme of activity supporting both better connections across communities reducing loneliness and isolation, and improvement in wellbeing by inspiring people to become active in nature's recovery.

We are looking for highly motivated individuals to help engage and enthuse people about the spectacular nature of Morecambe Bay through outdoor nature-led activities, events, social media and effective networking with a wide range of individuals and organisations. While a significant element of the programme will have a coastal theme delivery will be diverse and varied offering the successful candidate a unique experience to develop both their skills and experience with people and nature. Most importantly, we are looking for candidates who are passionate and enthusiastic about both nature and wellbeing and have a willingness to learn.

Whilst being focused in one of the Programme delivery areas trainees will work across *The Bay* team and alongside the wider programme partners to maximise the potential for learning and development.

### KEY ROLES AND RESPONSIBILITIES

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1. To carry out at least one personal project report of their chosen subject. A portfolio of their placement will also need to be completed.
2. Assist Project Officers with the planning and delivery of weekly Nature and Wellbeing sessions, and Community Engagement activity.
3. Support with project evaluation and the personal development of participants.
4. Support project officers to actively develop and maintain nature based social prescribing referral pathways to ensure a full team of participants

## Job Description

5. Assisting participants in their journey to improved wellbeing and increased confidence and better connection to nature.
6. Work alongside the Communications Officer to support the delivery of large-scale community engagement with the amazing natural environment surrounding Morecambe Bay. This will include elements of digital activity.
7. Assist in co-ordination and delivery of celebration events
8. To undertake any other duties and responsibilities consistent with the objectives of the post and in support of the Nature and Wellbeing Department.
9. To be flexible working from an office base with the potential of home working in response to government guidelines.
10. In order for the organisation to work effectively, you may be required to assist with other areas of work and therefore, you should be prepared to undertake other duties appropriate to the post, as delegated by your line manager.
11. The job holder is required to follow and comply with all policies and procedures of your host organisation which includes 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.
12. To work as part of a team alongside staff and volunteers as required.
13. To uphold the working values and expectations of the project and host organisation.



# Person Specification

## EXPERIENCE AND KNOWLEDGE

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### Essential

- Proven interest in biodiversity and the natural environment.

### Desirable

- Practical conservation task days carried out with recognised conservation agency in a voluntary or professional capacity.
- Working alongside other volunteers, preferably in an outdoor setting.
- Organising, promoting and or supporting the delivery of events or practical activities, preferably in an outdoor setting.
- Working alongside community groups.
- UK Wildlife fauna and flora

## SKILLS

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### Essential

- Good communication, both verbally and in writing to a wide range of audiences.
- Good IT skills and competence with social media channels.
- A full UK driving licence
- Ability to travel independently across the Programme area.

### Desirable

- Focus on tasks. Seeing them through from conception to completion.

- Organising and prioritising work efficiently, often to tight deadlines and monitoring outcomes.

## PERSONAL QUALITIES

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### Essential

- Ability to work well using your own initiative and co-operatively as part of a team.
- Highly motivated, enthusiastic and passionate about the natural environment.
- Ability to inspire others from a wide range of backgrounds
- An empathy for people struggling with poor mental health and/ or wellbeing.
- Ability to be flexible and respond to changing situations and opportunities.



## General Terms & Conditions

<b>Holidays:</b>	TBC by employing organisation
<b>Pension:</b>	TBC by employing organisation
<b>Hours of Work:</b>	Full time hours – 37.5 hours per week (Flexible work arrangements, subject to agreement). Overtime is not paid but time off in lieu may be taken, where appropriate. Personal development time of a maximum of 7 hours per week is included. The specific working pattern will be arranged with the line manager but regular weekend work is standard.
<b>Duration of post:</b>	This post is offered on a fixed-term basis for 12 months. All new LWT employees undertake a probationary period of 6 months; in which time they are expected to demonstrate their suitability for the post
<b>Closing Date:</b>	<b>Monday 29<sup>th</sup> August 2022</b>
<b>Interviews:</b>	<b>Week commencing 5<sup>th</sup> September 2022</b>

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

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.

Completed applications should be returned to the corresponding area specific email address: **\*\*If you wish to be considered for more than one location, please send your application form to each of the area-specific email addresses. You will only be considered if your application is received in the area inbox.**

- **Morecambe:** The Eden Project [recruitment@edenproject.com](mailto:recruitment@edenproject.com)
- **Fleetwood:** Lancashire Wildlife Trust [applications@lancswt.org.uk](mailto:applications@lancswt.org.uk)

To understand how we are performing as an inclusive employer, 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.

Thank you for your interest in *The Bay: A Blueprint for Recovery* project. 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.