



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

Recruitment Pack



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 and habitats, protecting the biodiversity of our area so that nature can recover.

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

- 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;
- Connect people with nature and help them to take action for wildlife, wherever they are.

Our Vision

- 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.

Our Work

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 secure a brighter future for both wildlife and wild places across our region.

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 believe that wildlife and nature have the power to instill 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: www.lancswt.org.uk/our-work

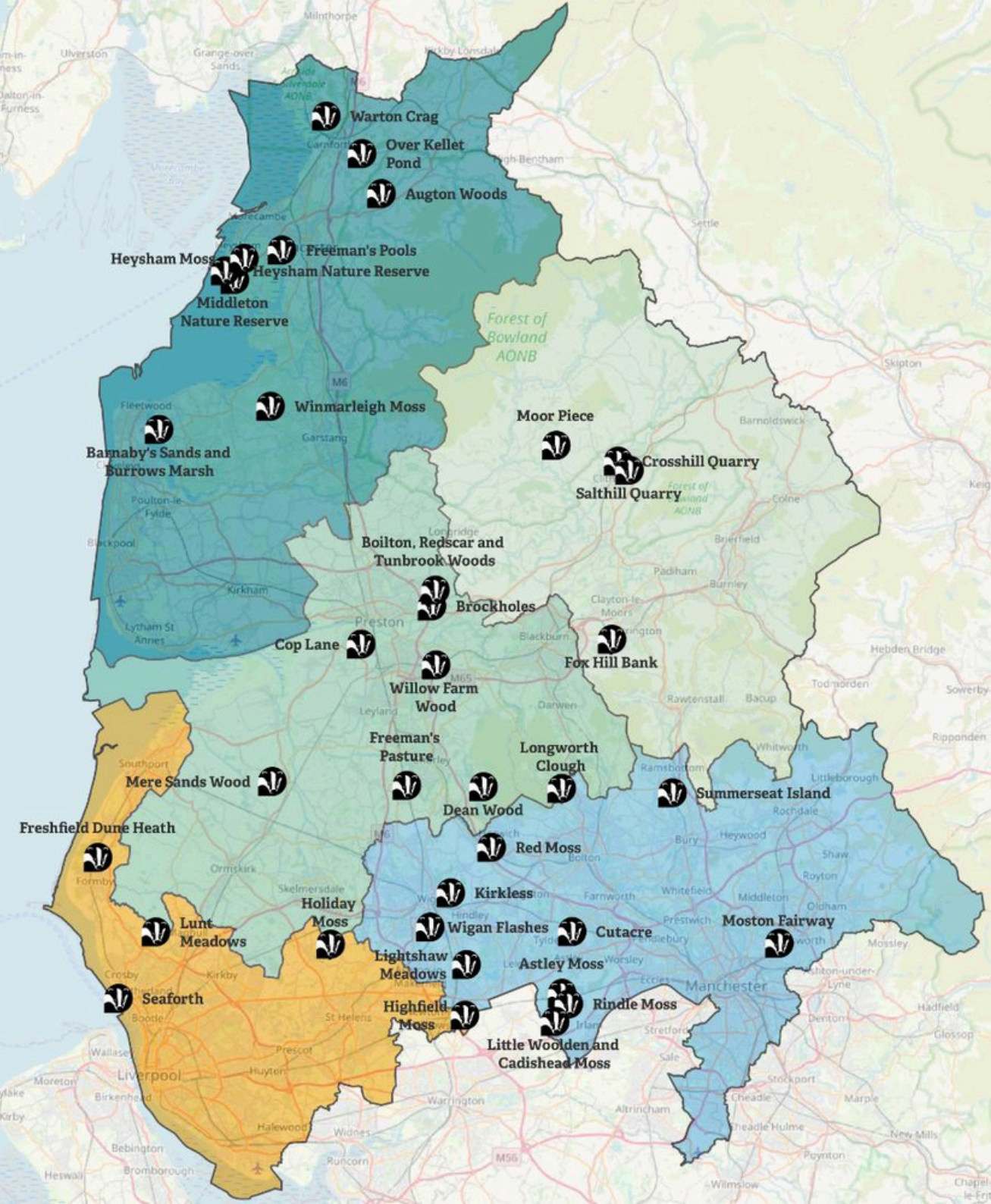
Our Nature Reserves

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 people can fully immerse themselves in the great outdoors and discover the wonderful wildlife that lives on our 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.



Strategic Goals by 2030

- 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.

- 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.

- 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 Strategy

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 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 **30,000** 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.
- Our reserves cover more than **1,300** hectares across the region.
- We own or manage **42** nature reserves in the region.



Our Culture

We foster a creative environment where new ideas can flourish. Our team members take pride in personal responsibility, striving for excellence in everything they do. Success in our organisation comes from a commitment to outstanding results, alongside a dedication to building strong, meaningful relationships - both within our team and with our external partners.

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 LWT and honouring our scientific foundations in every activity. Our approach is built on honesty, respect, and a commitment to the core objectives of the charity, as well as the wishes of our members and funders.

Teamwork

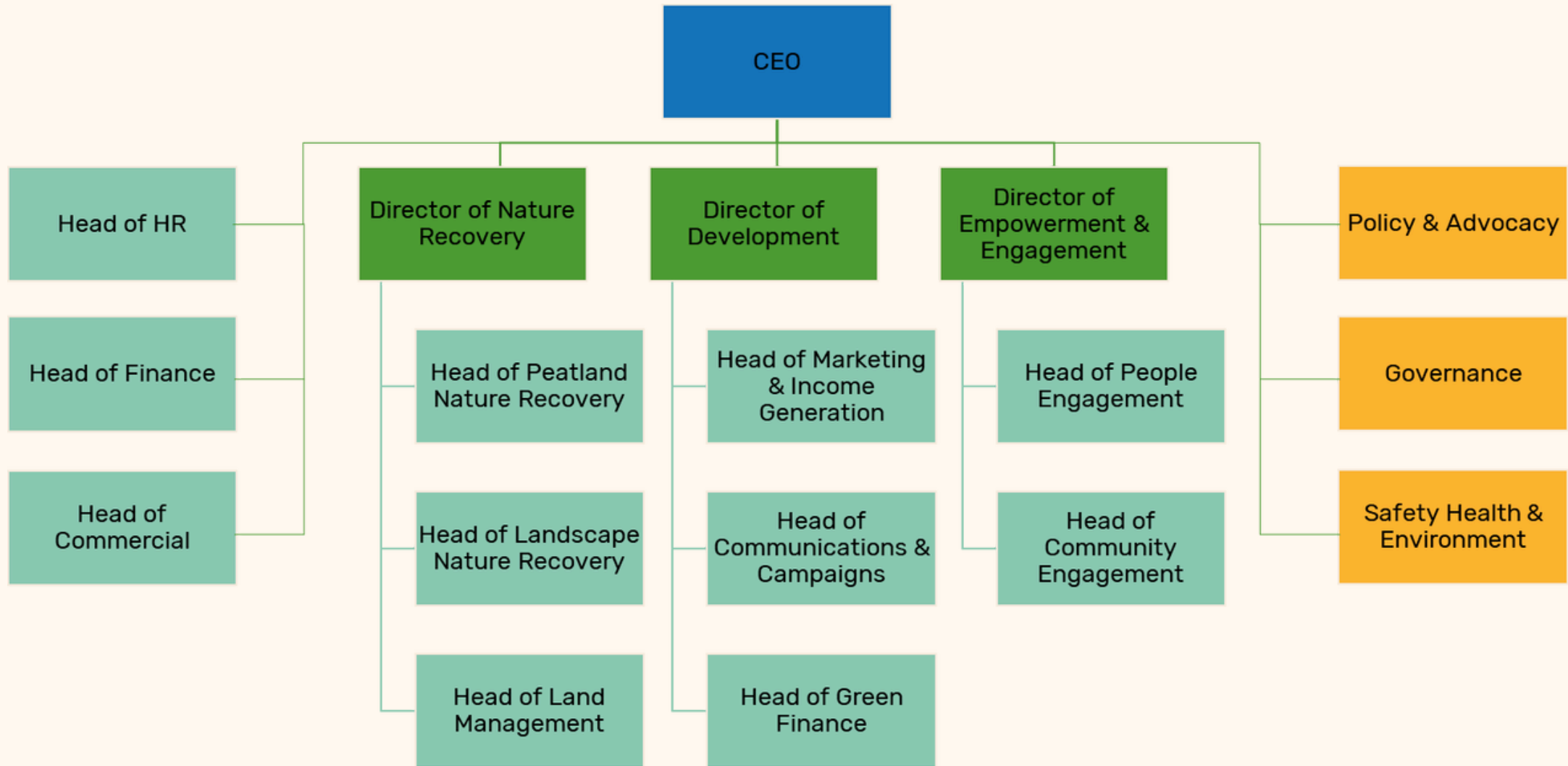
We foster a friendly, welcoming atmosphere where everyone is treated with respect and courtesy. We believe in the strength of our unity as one big team. Always ready to roll up our sleeves and help wherever it's most needed, regardless of the role.

Passion

Passion drives every LWT team member. Whether it's a love for wildlife, a desire to make a meaningful difference, or a commitment to inspire others, passion is at the heart of everything we do - and we have it in abundance!



Our Organisation



Job Description

Post Title:

Maintenance Officer

Responsible to:

Head of Commercial

Location:

Brockholes Nature Reserve, PR5 OAG

With travel between our sites that are mostly within a 30 mile radius of Brockholes with travel expenses paid. A works van is available for maintenance tasks and carrying tools and equipment to jobs. Full drivers licence and access to your own transport is essential for this post due to the location of our offices.*

Hours of Work:

35 per week, over 7 days including weekends and occasional evenings.

Salary:

£25,400 per annum

Duration of post:

Permanent

Other:

All candidates must have the Right to Work in the UK.

PURPOSE OF POST

The Maintenance Officer plays a crucial role in ensuring the smooth day-to-day operations and upkeep of facilities. This position is responsible for conducting hands-on, day-to-day maintenance tasks, including both planned preventative maintenance and reactive repairs, for buildings, infrastructure, and equipment. Reporting to the Head of Commercial, the Maintenance Officer assists in keeping the facilities compliant, functional, and safe for staff, visitors, contractors, and volunteers. The role also involves, with the support of the Volunteering Manager and your line manager, the supervision of volunteers doing maintenance tasks, ensuring they are briefed on work, trained as necessary, and adhering to risk assessments.

KEY ROLES AND RESPONSIBILITIES

Maintenance Operations

- Carry out planned preventative maintenance (PPM) on buildings, infrastructure, and equipment to ensure the facilities remain operational, safe, and compliant.
- Respond to and manage reactive maintenance requests efficiently, addressing urgent issues such as breakdowns and equipment failures in a prompt and reliable manner.
- Identifying and addressing small maintenance issues, ensuring tasks are completed to a high standard preventing larger works and/or disruption.
- Perform regular inspections of building systems, including fire alarms, heating, ventilation, water supply, lighting, and security systems. Ensure emergency systems (fire alarms, emergency lighting, etc.) are tested and maintained regularly.
- Maintain accurate maintenance records, keeping compliance data up to date and ensuring all completed work is logged in the relevant system.
- Assist contractors when they are on-site, providing access, supervision and guidance where needed, ensuring that work is carried out according to safety regulations and the requirements of the Trust. Working alongside the Head of Commercial, help monitor contractor performance and ensure all work is completed to a high standard.
- Conducting work to improve our visitor and staff operations including: regular painting and or as required decorating of both staff and visitor areas, helping build new visitor areas such as building new counters and display units, or helping assemble and fit furniture for both staff offices and visitor areas
- Plumbing, woodworking and electrical work relevant to your skill and qualifications, and willing to up-skill via on-the-job training.
- Assisting with groundworks of visitor areas, such as car parks, paths immediate to welcome centres, and on and around visitor centres, this work may range from simple repairs to a sign or installing new posts into the ground to affix signage or working with volunteers to upkeep and manufacture planters and other visual elements of the visitor experience in the immediate areas around welcome centres and car parks.

Health & Safety Compliance

- Maintain records for inspections and report compliance issues to the Head of Commercial, helping to ensure a safe environment for staff, volunteers, and visitors.
- Assist the Head of Commercial in ensuring all maintenance activities comply with Safety, Health, and Environment (SHE) policies, especially in areas such as COSHH, PUWER, and risk assessments.
- Assist the Head of Commercial and where relevant review, conduct and update site-specific risk assessments or risk assessments associated with your work, ensuring all work is compliant with regulations. Overall management of risk assessments sits with the Head of Commercial but you will be expected to play a key part in helping keep these up to date, relevant to the tasks you carry out and ensuring they are adhered to by volunteers and contractors.
- Ensure that all your tools provided by the organisation, equipment, and substances used in maintenance work meet safety standards and are risk-assessed correctly, where they might not be taking them out of use and flagging immediately to your line manager.
- Support the Head of Commercial in maintaining fire safety and security compliance across all buildings by conducting routine checks such as fire alarms, emergency lighting, and security systems, participating in site safety audits as required – taking charge of the day-to-day testing on site.
- Conducting checks of playgrounds on sites and reporting into your line manager with any issues or faults found (Relevant external training will be provided and paid for by the Trust)

Collaboration, Volunteer Supervision, and Teamwork

- Responsible for the delegation of tasks and monitoring the performance of a group of volunteers, placements and caretaker.
- Manage and supervise volunteers while they are engaged in maintenance activities, ensuring they are appropriately trained for the tasks they are assigned. Provide guidance and support as needed to complete tasks and ensure adherence to all safety regulations and risk assessments and flagging any issues immediately with your line manager or the volunteer manager.
- Helping marketing and communications team by putting up new signs and banners as requested.
- Work closely with the Head of Commercial to support the coordination of the maintenance team and contractors in delivering work schedules, ensuring all tasks are completed to a high standard and within the specified timeframes.
- Assist in the coordination of contractor visits and external supplier work, providing support in scheduling and monitoring external work on site.
- Participate in team meetings to review maintenance schedules, prioritize reactive work, and address any ongoing maintenance issues.
- Foster a positive and collaborative environment for volunteers, promoting engagement and skill development to encourage long-term volunteer satisfaction and growth.
- Contribute to a positive team atmosphere where everyone feels valued and motivated to contribute to the Trust's objectives.
- Maintain a helpful and proactive approach offering guidance where appropriate, fostering collaboration and teamwork across the organisation.

Resource Management

- Assist the Head of Commercial to ensure you and your team are equipped with the tools, equipment, and materials necessary to complete scheduled and reactive tasks efficiently.
- Monitor and manage stock levels of maintenance supplies, reporting any shortages or upcoming needs to the Head of Commercial.
- Ensure that all maintenance activities are conducted within the allocated budget and that cost-effective solutions are sought where possible.

Additional Duties

- In addition to regular maintenance tasks, the Maintenance Officer will support a variety of additional responsibilities as needed. While these tasks are not part of your day-to-day duties, it's important to note that assistance will often be available, particularly from volunteers. These tasks will be part of your role when requested.
- Examples include minor grounds maintenance, gritting, snow clearing, and cleaning up after adverse weather. You may also be required to perform minor car park maintenance, such as using small volumes of concrete or cold-lay tarmac. On occasion, though infrequently, you may be called upon to assist with conservation work in the reserves when your specific skillset is needed.
- Additionally, you will help prepare for functions and events, including tasks like setting up large Christmas trees or installing event lighting. You may also be required to attend events to address any maintenance or facility-related needs during the function. Furthermore, you will be responsible for receiving and checking goods and supplies for your department, and when necessary, assisting other departments with large deliveries, ensuring everything is stored appropriately. These responsibilities are crucial for ensuring that the facilities and grounds remain safe, clean, and well-prepared for daily operations and events.

General

- 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.
- When needed be available for work that needs to take place out of hours such as power downs or annual servicing, attend sites to assist contractors out of hours, this will be pre-planned in advance.
- Work collaboratively with staff and volunteers as required.
- Uphold the values and expectations of Lancashire Wildlife Trust.
- Perform other duties relevant to the role as required by your line manager.

Person Specification

EXPERIENCE

Essential

- Highly skilled DIY level OR Proven experience in the building/maintenance sector.
- Understanding of maintenance skills across various trades
- Familiarity with safe systems of work, including risk assessments and method statements.
- Knowledge of and skilled in the use of general tools and power tools

Desirable

- Experience in maintaining health and safety records and ensuring compliance with statutory regulations.
- Experience working with subcontractors and contractors in a facilities setting.
- Supervisory experience, particularly in managing volunteers or junior staff members.
- Experience working on a variety of maintenance tasks in a multi-site operation.

KNOWLEDGE

Essential

- Understanding of health and safety requirements, including COSHH, PUWER, and risk assessments.
- Ability to interpret and work from verbal instructions, drawings, and email specifications.

Desirable

- Knowledge of basic plumbing, electrical, and woodworking.
- Familiarity with building management systems (BMS), fire safety systems, and other facility infrastructure.

SKILLS

Essential

- Ability to work in an organized and methodical manner, prioritizing work effectively to meet deadlines.
- Strong communication skills, both written and verbal, with the ability to interact with staff, contractors, and volunteers at all levels.
- Proficiency in IT, including Microsoft Office and basic digital maintenance tracking systems.
- Valid driving license and access to a personal vehicle for when you need to work from other sites (Mileage difference between regular commute is paid)

PERSONAL QUALITIES

Essential

- Commitment and enthusiasm to the Trust and its work.
- Commitment to the Trusts policy on Equality, Diversity and Inclusion.
- Quick thinker with the ability to act decisively and effectively in fast-paced situations.
- Passionate and enthusiastic about your work, with a strong drive to achieve and exceed targets.
- Highly motivated and determined, with a focus on continuous improvement.
- People-oriented, with a positive attitude and the ability to inspire and motivate others.
- Strong problem-solving skills and the ability to work autonomously when needed.
- Outgoing and personable, you will regularly interact with multiple other departments, volunteers and visitors.

General Terms & Conditions

Holidays:	28 days per annum (increasing with length of service), plus bank holidays.
Pension:	The Trust contributes to the NEST Pension Scheme. Full details will be provided.
Hours of Work:	Full Time 35 hours per week over 7 days including weekends and occasional evenings. Overtime is not paid but time off in lieu may be taken, where appropriate, as the post may involve some evening or weekend work.
Duration of post:	This post is offered on a permanent 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 22nd June 2025
Interviews:	Applicants will be invited to interview as applications are received, so early applications are encouraged.

We reserve the right to close this recruitment if it is deemed that we have received a suitable number of applications.

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
Completed applications 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.

TERMS OF REFERENCE

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.

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 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.