



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](http://www.lancswt.org.uk/our-work)

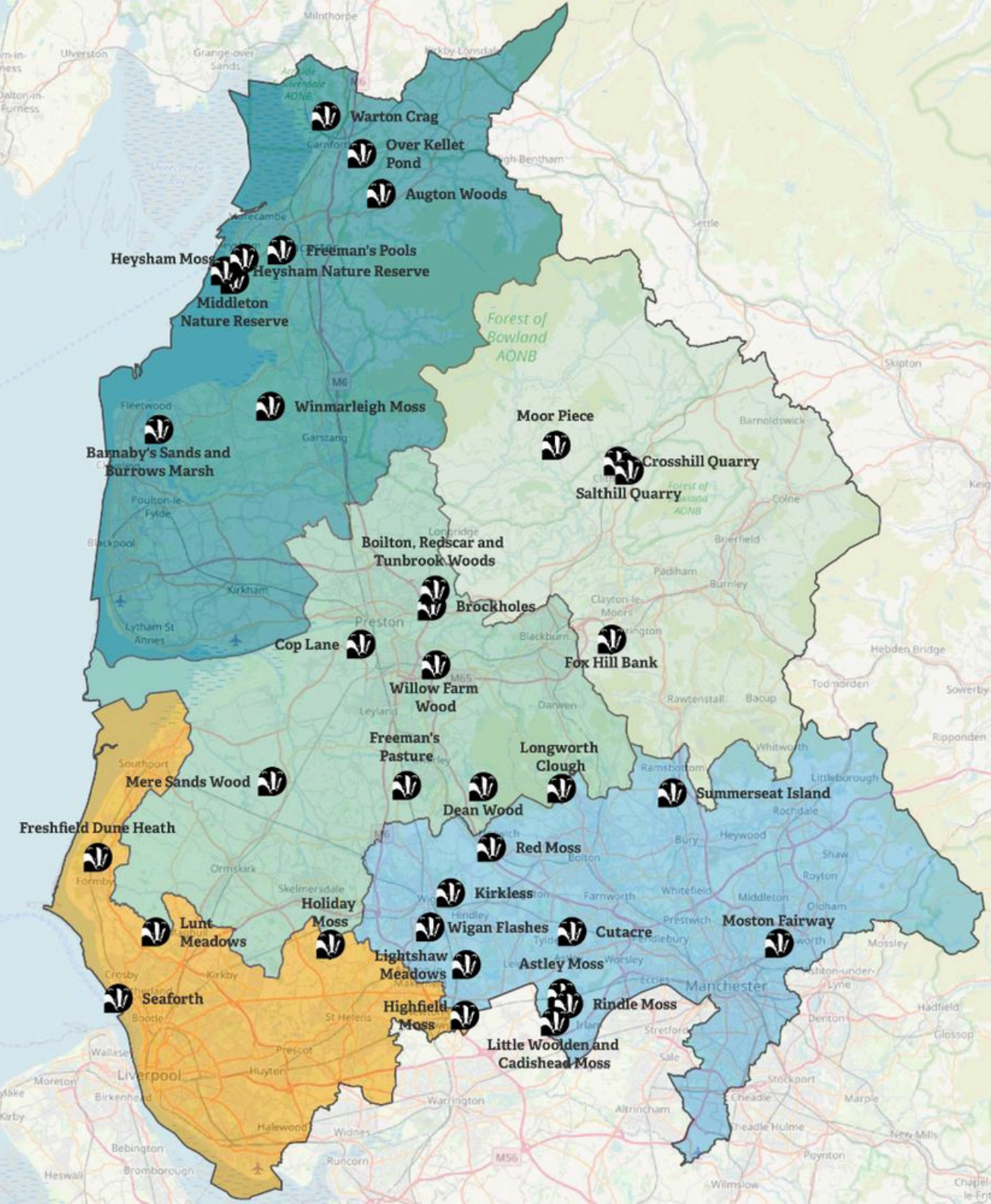
# Our Nature Reserves

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**

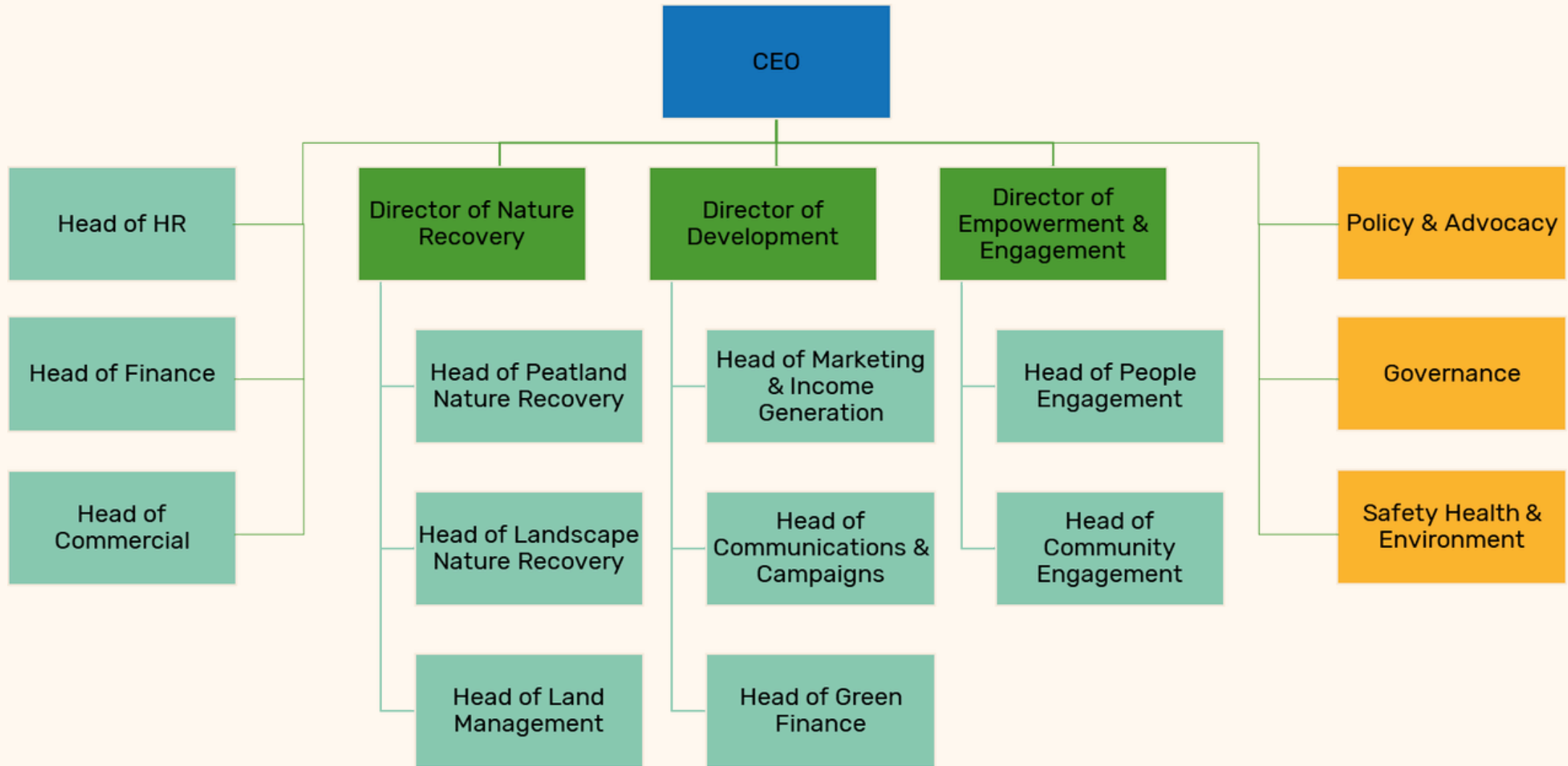
We foster a friendly, welcoming atmosphere where everyone is treated with respect and courtesy. We believe in the strength of our unity as one big team. Always ready to roll up our sleeves and help wherever it's most needed, regardless of the role.

### **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





# About the project

Lancashire Wildlife Trust has been a leader on lowland peatland restoration in the region for over 20 years, managing a number of designated SSSI and SAC sites, totalling around 200 ha, both owned by the Trust and on behalf of local authorities, and delivering pioneering and nationally significant habitat restoration and community engagement activity. The Trust has also been at the forefront of developing new and more diverse income streams for peatlands in the region, actively developing Green Finance opportunities to support out peatland work.

Lancashire Wildlife Trust plays a key role in bringing partnerships together to champion our precious peatlands. The Trust co-ordinates the Lancashire Peat Partnership and its involvement in the Great North Bog, a grand-scale peatland restoration initiative of 6 peat partnerships, covering upland peat in northern England. LWT is also the lead partner in the Great Manchester Wetlands Partnership (GMWP) and partners in two National Nature Reserves which have wetland habitats at their core.

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

# Job Description

**Post Title:**

Peatlands Programme Assistant Project Officer

**Responsible to:**

Lancashire Peatlands Programme Project Manager

**Location:**

The Environmental Resource Centre,  
499/511 Bury Road, Bolton, BL2 6DH  
or  
The Barn, Berkeley Drive, Bamber  
Bridge, Preston, PR5 6BY  
(Hybrid working available)

**Hours of Work:**

35 hours per week

**Salary:**

£ 24,507.00 per annum

**Duration of post:**

2 years

## PURPOSE OF POST

---

The Peatlands Programme Assistant Project Officer (APO) will support the Project Manager and wider team to deliver peatland landscape scale restoration work and wetter farming projects across Greater Manchester, Lancashire and North Merseyside. This includes assisting in restoration planning and delivery, supporting the delivery of a range of wetter farming trials, and a range of habitat and species monitoring, that will restore, manage, create and champion lowland raised bog, as well as marginal associated wetland habitat that create a bigger, better and more joined up landscape across Greater Manchester, Lancashire & North Merseyside.

The Assistant Project Officer will also support the managing and supporting of placements, as well as volunteers, participants, contractors and volunteers when required. The Assistant Project Officer can expect to be out on site at least 3 days a week.

## KEY ROLES AND RESPONSIBILITIES

---

- To work as part of a team of staff, trainees and volunteers to support the delivery of a peatland restoration and wetter farming programme: supporting the production and implementation of site development plans, carrying out detailed surveys to help identify and quantify restoration works required and wetter farming opportunities.
- To support the tendering process and help with overseeing the contractors on site during the delivery work.
- To undertake essential biological and hydrological recording, surveying and monitoring to track.
- To ensure compliance with legal obligations including biodiversity and health and safety regulations. This will involve land tenure issues, undertaking risk assessments, supervising volunteers and contractors and monitoring work practices.
- Support the Project Manager and the wider team to plan and deliver restoration across Greater Manchester, Lancashire and North Merseyside.
- Support the Project Manager to oversee the continued delivery of a range of wetter farming trials in Greater Manchester, Lancashire & North Merseyside.
- Support in the delivery of grant applications and fund-raising opportunities.



- Work with the wider peatland team, to undertake biological and hydrological recording and monitoring activities to assess condition of sites that LWT manage, and impacts of restoration activities, also in line with requirements for stewardship, funders or designated sites.
- To work with the Peatland team as required to recruit, train and support volunteers.
- To work with other Peatland Programme staff and the comms team to support and deliver education / engagement activities to raise awareness of peatlands
- Flexibility and a willingness to work regular unsocial hours. Overtime is not paid but time off in lieu may be taken, where appropriate, as the post will involve some evening or weekend working.
- Frequent travel around the Trust area and occasionally beyond.
- The job holder is required to follow and comply with all policies and procedures of the Trust which includes the Trust's Health and Safety procedures in the workplace, ensuring personal safety and the safeguarding of the interests and safety of all staff, trainees, visitors, and others at the Trust.
- To work as part of a team alongside staff and volunteers as required.
- To uphold the working values and expectations of the Lancashire Wildlife Trust.
- To carry out other duties relevant to your post as reasonably required by your line manager.

# Person Specification

## EXPERIENCE

---

### Essential

- At least one year's experience of practical land management and conservation experience working with a recognised conservation agency in a professional or voluntary capacity.
- Liaison with a wide range of individuals and organisations.
- Ecological and hydrological surveys.

### Desirable

- Experience of working on peatlands/mosslands.
- Report production and grant claims.
- Recruitment and supervision of contractors and volunteers, coordinating the Health and Safety requirements of practical work and sites.

## KNOWLEDGE

---

### Essential

- Knowledge about peatland/mossland habitats, their associated species and appropriate management, as well as their key benefits.
- Ecological and hydrological survey methodology.
- Familiarity of Microsoft Office applications

.

### Desirable

- Good understanding of Health and Safety issues, including site and risk assessment.
- A degree in a relevant environmental discipline would be an advantage but it is not essential.

## SKILLS

---

### Essential

- Ecological and hydrological survey and biological recording, including identification of plants, birds, mammals and invertebrates (wetland and lowland raised bog experience an advantage).
- A range of practical land management techniques.
- Communicate effectively, both verbally and in writing, to a wide range of audiences.
- Good project development skills and ability to set, prioritise and meet targets on time.
- Ability to work in partnership with other organisations, groups and individuals.
- Familiar with GIS software.
- Full current driving license and access to own vehicle.

### Desirable

- First Aid at Work
- Competent to undertake practical conservation management (preferably including industry certificated competence in chainsaw, brushcutter etc.).

## PERSONAL QUALITIES

---

### Essential

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



## General Terms & Conditions

<b>Holidays:</b>	28 days per annum (increasing with length of service), plus bank holidays.
<b>Pension:</b>	The Trust contributes to the NEST Pension Scheme. Full details will be provided.
<b>Hours of Work:</b>	Full Time 35 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 work.
<b>Duration of post:</b>	This post is offered on a 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.
<b>Closing Date:</b>	Sunday 1 <sup>st</sup> June 2025
<b>Interviews:</b>	Week commencing 9 <sup>th</sup> June 2025

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)  
Completed applications should be returned to: [applications@lancswt.org.uk](mailto: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.