



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

The map displays 25 Sites of Special Scientific Interest (SSSIs) in Greater Manchester, each marked with a black bird icon. The sites are distributed across the region, with a concentration in the northern and central areas. The map is color-coded by region: blue for the north, green for the east, orange for the south, and light blue for the west. Major cities like Manchester, Liverpool, and Bolton are also labeled.

SSSIs shown on the map:

- Warton Crag
- Over Kellet Pond
- Aughton Woods
- Heysham Moss
- Freeman's Pools
- Heysham Nature Reserve
- Middleton Nature Reserve
- Winmarleigh Moss
- Barnaby's Sands and Burrows Marsh
- Moor Piece
- Crosshill Quarry
- Salthill Quarry
- Boilton, Redscar and Tunbrook Woods
- Brockholes
- Cop Lane
- Willow Farm Wood
- Freeman's Pasture
- Longworth Clough
- Dean Wood
- Red Moss
- Kirkless Moss
- Wigan Flashes
- Cutacre
- Moston Fairway
- Summerseat Island
- Freshfield Dune Heath
- Mere Sands Wood
- Lunt Meadows
- Seaforth
- Lightshaw Meadows
- Highfield Moss
- Astley Moss
- Rindle Moss
- Little Woollen and Cadishead Moss

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

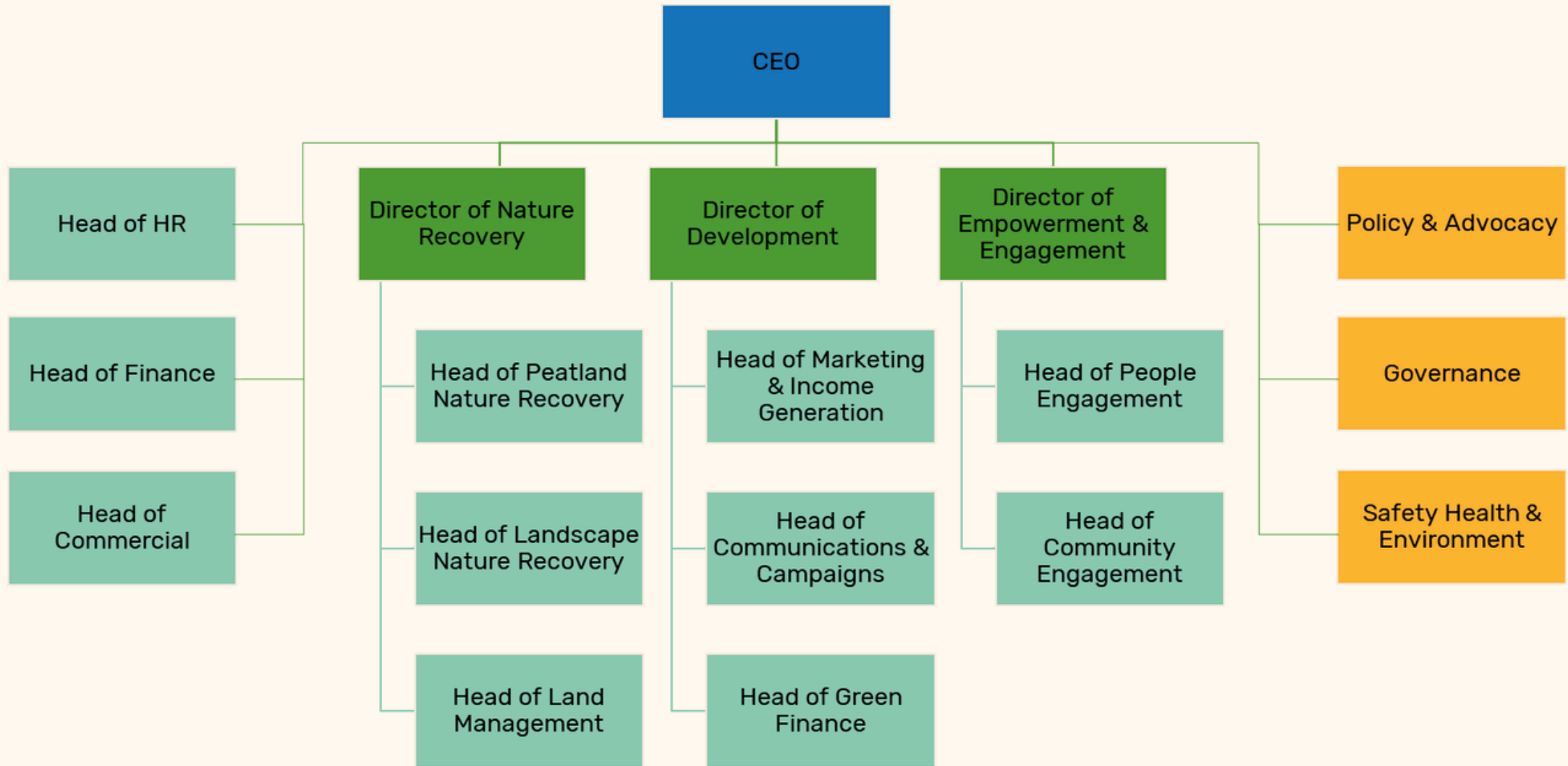
We foster a friendly, welcoming atmosphere where everyone is treated with respect and courtesy. We believe in the strength of our unity as one big team. Always ready to roll up our sleeves and help wherever it's most needed, regardless of the role.

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:

Elf

Responsible to:

Conference and Wedding Sales Manager

Location:

Brockholes Nature Reserve, Preston
New Road, Samlesbury, PR5 0AG

Moss Bank Park, Bolton, BL1 6LU

Mere Sands Woods Nature Reserve,
Ormskirk, L40 1TG

Hours of Work:

Variable (includes weekends & evenings)

Salary:

National Minimum wage

Duration of post:

Fixed term until December 2025

Other:

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

A DBS check will be required for this role.

PURPOSE OF POST

The role of Father Christmas' Elf is to create a magical and welcoming experience for children and families attending our festive events at Brockholes Nature Reserve, Moss Bank Park and Mere Sands Wood Nature Reserve. As one of our Elves, you will assist Father Christmas in the grotto, greeting visitors, guiding children through their visit, listening to their Christmas wishes, and handing out presents. Your friendly and playful interactions will help to build excitement, ensuring that each family leaves with a memorable holiday experience.

In addition to supporting Father Christmas, you'll also take part in events like "Breakfast and Supper with Santa" where you'll help distribute gifts and engage with children at mealtime, creating a lively, festive atmosphere. You'll also lead or assist in hands-on crafting sessions, encouraging children to express their creativity through holiday-themed activities such as cookie decorating or making simple crafts like paper plate hedgehogs. Your role is to inspire and guide the children in these activities, adding an extra layer of joy to the events.

This role is all about bringing the magic of Christmas to life. As an Elf, you'll be a symbol of festive cheer and warmth, ensuring that every visitor, including those with special needs, feels welcome and included. We are seeking individuals who are enthusiastic, outgoing, and passionate about the holiday season, ready to make a positive impact by helping create cherished holiday memories for all who attend our events.

KEY ROLES AND RESPONSIBILITIES

- **Welcoming Families to the Grotto**

Greet children and families as they arrive, ensuring everyone feels welcome and excited for the experience.

- **Supporting Father Christmas**

Assist Father Christmas by handing out gifts and chatting with children to make their visit magical.

- **Posing for Photographs**

Join in photo opportunities with Father Christmas and families to help capture festive memories.

- **Breakfast and Supper with Santa**

Engage with families during mealtime events, helping serve food and drinks as well as distributing gifts, creating a joyful atmosphere.

- **Leading Craft Activities**

Lead or assist in crafting sessions like cookie decorating, encouraging children's creativity.

- **Event Support and Queue Management**

Entertain children and help manage queues, ensuring smooth transitions and happy visitors.

- **Special needs-friendly Sessions**

Assist with SEN-friendly events, ensuring all children feel included in the festive fun.

- **Creating a Festive atmosphere**

Contribute to building a joyful and magical environment at all events and activities.

We're looking for outgoing, bubbly, and enthusiastic people who love working with children and families. As an Elf, your key responsibilities will include:

Grotto Support

- Welcoming children and families as they arrive for their visit to Father Christmas, set up cookie decorating crafts while they wait.
- Leading on the check-in process to ensure families are greeted efficiently and being the first person people meet as they arrive.
- Helping Father Christmas engage with children, including handing out gifts and chatting to children about their Christmas wishes.
- Posing for photographs when requested with families and Father Christmas.

Breakfast and Supper with Santa

- Assisting Father Christmas during festive meal events by chatting with children and handing out gifts.
- Helping to create a magical atmosphere during mealtime events.
- Helping set up buffets and serve food and drink.

Crafting Events

- Leading or assisting in holiday-themed craft sessions like cookie decorating, painting clay ornaments, or making simple crafts such as paper plate hedgehogs, for some of these you may be the lead elf running the event in-lieu of Father Christmas so you must be comfortable "Being in charge and taking centre stage"
- Engaging children in hands-on creative activities that celebrate the festive season (Events are already created and you will be shown how to do them and, in some areas, can help in creating new ones)

Event Support

- Assisting at festive events such as light switch-ons or Winter Fayres that take place 3-4 times.
- Supporting families with young children during SEN-friendly sessions – Makaton training will be available, and we have BSL interpreters who will attend sessions with you.
- Helping manage queues, ensuring all children feel excited and entertained while they wait to see Father Christmas.
- General set-up duties, to include helping set up and pack away decorations, move items around and also for events you lead on set up and set down your own events like crafting or cookie decorating.

WORKING HOURS

We will be recruiting a team of Elves to work various shifts and days, mostly during weekends and some early weekday evenings. Shifts will vary depending on the event, with the most activity taking place around the weekends leading up to Christmas.

Person Specification

EXPERIENCE

Essential

- Have experience with children – be that having your own children, babysitting, teaching, childcare, volunteering, or other customer-facing roles in children’s venue’s.
- Are confident in customer service – providing a warm, welcoming experience to visitors and ensuring everyone feels included.
- The ability to chat confidently with children and strike up conversations.

Desirable

- Have experience in crafting or creative activities– especially activities suited for younger children.

KNOWLEDGE

Essential

- Festive Knowledge: Familiarity with Christmas traditions, stories, and songs to authentically portray the role of an Elf.
- Health and Safety Awareness: Basic understanding of health and safety protocols, particularly in relation to events involving children and public interactions.

Desirable

- Awareness and understanding of the needs of children with special educational needs (SEN), including knowledge of or willingness to learn basic British Sign Language (BSL) and Makaton.

SKILLS

Essential

- Excellent communication skills – with the ability to talk to children and adults in a friendly, engaging way.
- Strong interpersonal skills – able to make children feel at ease, excited, and entertained.
- Teamwork – able to work well with Father Christmas and other event staff.
- Flexibility – ready to take on different tasks and adjust to the needs of each event.
- Ability to network and create links with other groups and organisations for events and activities

PERSONAL QUALITIES

Essential

- Commitment and enthusiasm to the Trust and its work.
- Commitment to the Trusts policy on Equality, Diversity and Inclusion.
- Outgoing and gregarious – you should be comfortable being the life of the party, getting involved, and keeping up the festive cheer!
- Patient and kind – able to handle different types of children, including those who might be shy or require extra support.
- Passionate about Christmas – a love for the holiday season and spreading joy to others, especially children.

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General Terms & Conditions

Holidays:	28 days per annum (increasing with length of service), 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:	Variable
Duration of post:	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.
Closing Date:	Sunday 5th October 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. On this basis we would advise that applications are submitted as soon as possible.

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.