



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)

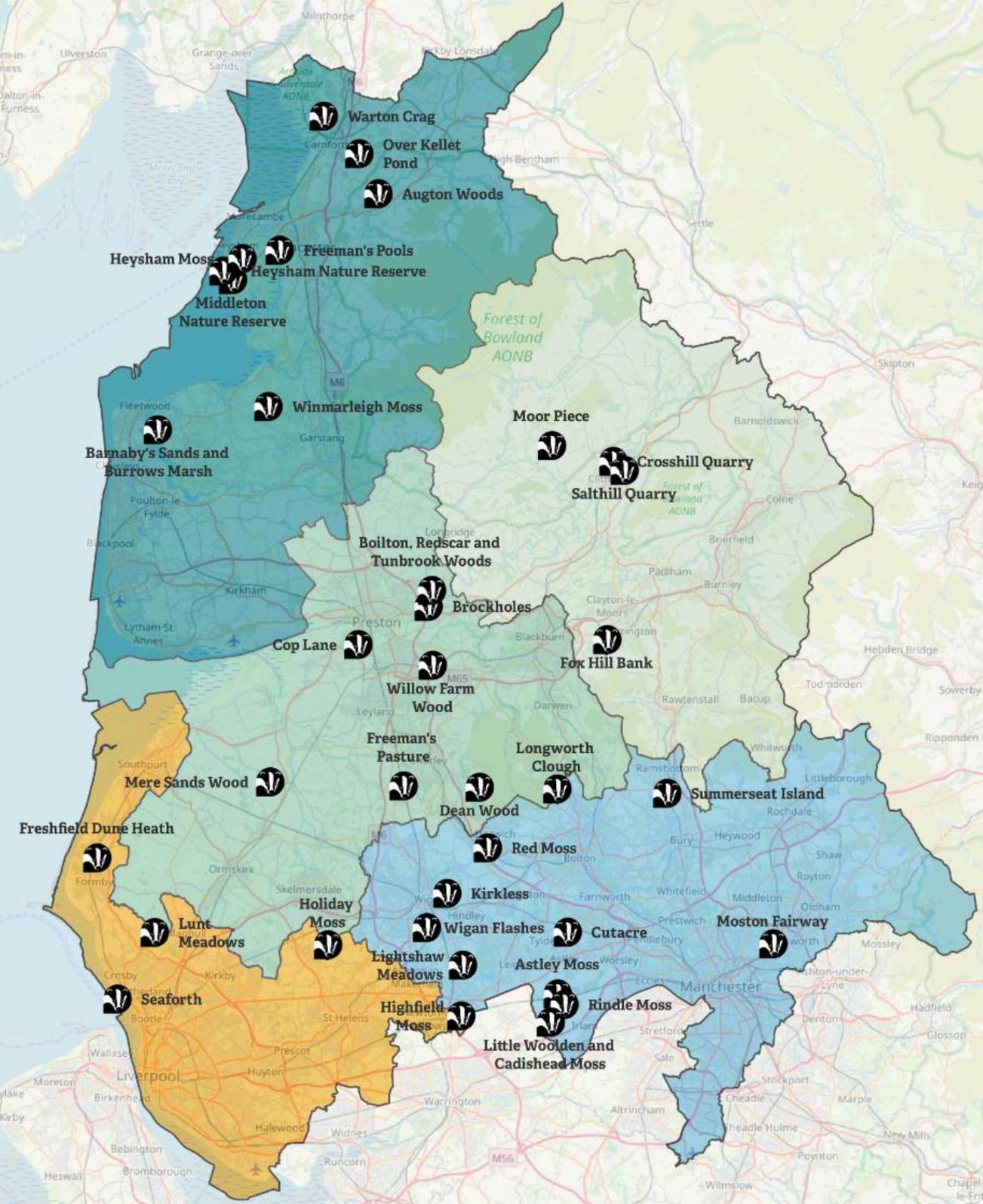
# Our Nature Reserves

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**

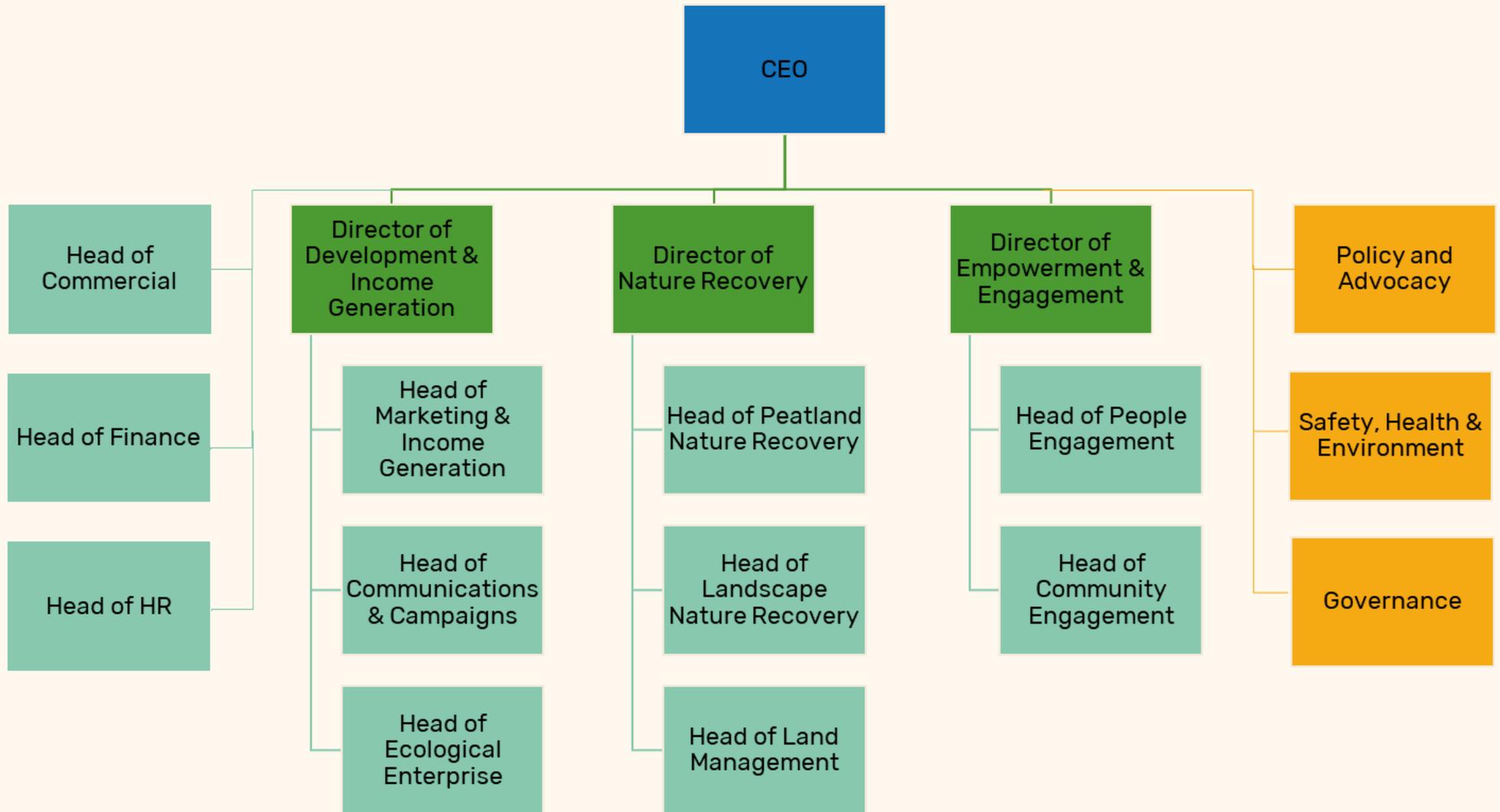
We foster a friendly, welcoming atmosphere where everyone is treated with respect and courtesy. We believe in the strength of our unity as one big team. Always ready to roll up our sleeves and help wherever it's most needed, regardless of the role.

### **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



# Job Description

**Post Title:**

HR Advisor

**Responsible to:**

Head of HR

**Location:**

The Barn, Berkeley Drive, Bamber Bridge, Preston, PR5 6BY  
(Hybrid working available)

**Hours of Work:**

35 hours per week. Reduced hours may be considered for the right candidate (Flexible working available, specifically a 9-day fortnight, 3-weekly Friday off, and Early Finish Fridays)

**Salary:**

£ 32,748.25 per annum

**Duration of post:**

12 months (Maternity cover)

**Other:**

All candidates must have the Right to Work in the UK

## PURPOSE OF POST

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The HR Advisor role is an integral part of the Trusts' HR function, delivering a proactive and flexible HR service by providing relevant and appropriate HR support to all employees, whilst driving good practice and ensuring compliance with all company procedures, documented policies and employment legislation.

This role will have a key part to play in embedding good practice people management and skills development of staff across the organisation.

## KEY ROLES AND RESPONSIBILITIES

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The HR Advisor partners and advises line managers and employees in various people matters.

The role requires a determined, yet friendly professional who can work on their own initiative and adopt a flexible approach in a busy department faced with competing demands. As HR Advisor you will:

- Provide professional HR advice and guidance to line managers and staff in all areas of HR policy and practice.
- Design and deliver training programmes, workshops and materials to support line managers in the application of HR Policy, Procedure and good practice.
- Support the development and improvement of the performance management process and ensure this is embedded within the Trust.
- Lead and provide support on employee relations casework.
- Lead and monitor mandatory training on the training system.
- Undertake specific HR projects that support the achievement of the operational HR strategic goals and the goals of the organisation.
- Proactively support our EDI workstream and support strategy implementation to further develop our inclusive, value driven culture.
- Attend working groups/Trustee Committee meetings as appropriate.
- Support with the monthly processing of payroll.

**Generalist HR:**

- Support the Head of HR by reviewing, recommending and implementing improvements to HR processes, policies and procedures, ensuring they are legally compliant.
- Monitor HR processes and support line managers throughout the full employee lifecycle (e.g. on-boarding, induction, probation, exit interviews).
- Respond to HR enquiries from staff and managers, referring to relevant HR policies, procedures and practice where required.
- Managing employee relations issues and investigations.
- Support with job evaluation, including the review and updating of job descriptions.
- To contribute to the continuous improvement and development of the HR function.
- To undertake developmental projects as directed by the Head of HR.
- To deputise in the absence of the Head of HR.
- Keep abreast of HR developments and changes in law.

**Learning & Development:**

- Deliver training and development in order to ensure that managers and employees are kept up to date in HR matters.
- Identify and assess future and current training, learning and development needs through job analysis, career paths, annual performance appraisals and consultation with line managers.
- Drive a culture of continuous learning, performance improvement and professional development.
- Develop, manage and deliver effective induction and orientation sessions.
- Evaluate training and use feedback to measure training effectiveness.
- Maintain a keen understanding of training trends, developments, and best practices.

**Equality, Diversity & Inclusion:**

- Be an EDI champion in our values driven culture and proactively support the Head of HR and colleagues from other teams on relevant workstreams.
- Support the running of internal EDI networks by drawing on good practice and ensuring EDI is embedded in our organisational culture.
- Support the design and implementation of strategy and related initiatives.

**Compliance:**

- In connection with all the above duties, to maintain confidentiality of information and ensure compliance with GDPR.
- 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.

**General**

- To work as part of a team alongside staff & volunteers as required.
- To uphold the working values and expectations of the Lancashire Wildlife Trust.
- To maintain confidentiality of all information and discussions.
- To carry out other duties relevant to your post as reasonably required by your line manager.

# Person Specification

## EXPERIENCE

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### Essential

- A minimum of three years generalist HR experience, providing support and advice on areas such as attraction, recruitment, onboarding, employee relations and employee development
- Experience of corresponding and communicating with line managers and employees on a wide range of HR matters
- Experience of communicating confidently about HR issues and solutions, providing constructive challenge and feedback, whilst remaining objective.
- Experience of prioritising workload to meet competing deadlines and providing the highest level of customer service

### Desirable

- Experience of delivering HR briefing/training sessions – on an individual basis and in a classroom environment
- A qualified Mental Health First Aider

## KNOWLEDGE

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### Essential

- Demonstrable knowledge of HR functions and best practises
- Thorough and up-to-date knowledge of employment law
- CIPD Level 5 qualification or relevant work experience
- Understanding current trends, challenges, and emerging practices in the field of Human Resources

## SKILLS

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### Essential

- Strong communication, interpersonal, influencing and empathy skills
- Organised and self-motivated, with a proven record for meeting targets and deadlines
- Able to perform well and remain professional whilst under pressure
- Dedicated team-player, who strives for excellence and leads by example
- Competent Microsoft Office User, including ability to use HRIS, to analyse data and efficiently produce clear and informative management reports
- The ability to work with initiative and autonomously, but also within a team when required
- Well-developed problem solving skills
- High level of accuracy and attention to detail
- High standard of numeracy
- A full driving licence and access to your own vehicle
- Ability to deal with confidential information with tact and discretion, with a practical understanding of the principles of GDPR and data protection

## PERSONAL QUALITIES

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### Essential

- Commitment and enthusiasm to the Trust and its work.
- Commitment to the Trusts policy on Equality, Diversity and Inclusion.
- Ability to demonstrate complete confidentiality, discretion, tact and diplomacy at all times, whilst mindful of observing Safeguarding and professional standards
- Self-disciplined, confident with an assertive and friendly manner
- The flexibility and willingness to learn
- Commitment to advancing equality, diversity and inclusion in the workplace

## General Terms & Conditions

<b>Holidays:</b>	28 days per annum (increasing with length of service), plus bank holidays, pro rata for part-time employees.
<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 for 12 months to cover maternity leave. 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>	Tuesday 7 <sup>th</sup> April 2026
<b>Interviews:</b>	Monday 13 <sup>th</sup> April 2026

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

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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.