

About Brockholes Nature Reserve

Brockholes Nature Reserve is Lancashire Wildlife Trust's flagship nature reserve, a former quarry that has been transformed into a haven for birds, insects, mammals, plants and amphibians. Now a mosaic of wetland, woodland and grassland habitats and located straight off junction 31 of the M6 at Preston, Brockholes is designed to introduce people to wildlife, educate the next generation and bring you closer to the nature on your doorstep.

This Nature Reserves Entry Level Officer role will primarily be based at Brockholes Nature Reserve, but will also support land management at other central, southern and eastern reserves on an occasional or ad-hoc basis. It will provide a broad range of opportunities that provide a great first step towards pursuing a future career in practical conservation.

The ELO will develop their skills in: practical land management; volunteer supervision; compilation and delivery of risk assessments; tool use and maintenance; wildlife surveys; delivery of visitor engagement activities; and associated record keeping. They will experience first-hand how these elements form part of managing a diverse nature reserve. They will need to have baseline familiarity with undertaking practical tasks, including using a range of hand tools and materials, ideally in an outdoor setting.

There will be opportunities for interaction with a wide range of Lancashire Wildlife Trust (LWT) staff, volunteers and visitors, always with a view to enthusing and empowering people to take positive actions for benefit of nature.

There is a small training budget to enable the ELO to obtain outdoor first aid training and/or formal land management 'tickets' such as brushcutter. There is also invaluable in-house training that comes from working closely with land management staff, with them sharing insights, techniques and tips that are best learnt on the job.

Due to the locations of reserves, a driving license and access to a car is essential.

About the Entry Level Officer Programme

At Lancashire Wildlife Trust we believe in nurturing and defending, not only nature but the people that work to protect our lands and wildlife. This is why we have created our 12 month Entry Level Officer's (ELOs) training programme to encourage and welcome the future in conservation and wildlife education. Our inclusive programme aims to give opportunity to those wishing to start a career in conservation/wildlife preserve, allowing us to grow a diverse and enthusiastic community and in turn strengthening the future for the environment.

Each role will be hosted within one of our projects, gaining hands-on experience and knowledge from the team in a professional working environment. ELOs will be exposed to as many aspects of project delivery as possible and at the end of the 12 months every ELO will have completed a portfolio of work and a personal project, highlighting their achievements and skill set that can be used to support their career progression and future applications and/or interviews.

What can you expect from LWT:

Full training will be provided including modules in:

- Health and Safety
- Outdoor First Aid
- Volunteer Supervision
- Application and Interview Training
- Funding and Bid Writing
- Carbon Literacy

Development opportunities with on-going support from line management with:

- A structured and individual personal development plan
- Skill tracking reviews every quarter to ensure you are getting the best exposure to the work
- Coaching on employment skills such as CV presentation, application writing and interview technique

The ELO position is a professional, contracted role and you will receive a salary, 28 days annual leave (plus bank holidays), pension contribution and the opportunity to immerse yourself within the trust by access to:

- Full Staff Meetings
- My Wild Buddy – A scheme which buddies you up with another employee from another project or area of the Trust and have work experience days with them.
- Shadowing days – You can choose who you would like to gain experience from
- Staff practical workdays

Job Description

Post Title:

Entry Level Officer- Nature Reserves

Responsible to:

Nature Reserves Team Leader

Location:

Brockholes Nature Reserve, Preston
New Road, Samlesbury, Preston, PR5
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Hours of Work:

35 hours per week

Salary:

National Minimum Wage

Duration of post:

12 Months

Other:

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

PURPOSE OF POST

The purpose of the Entry Level Officer (ELO) is to support the delivery of land management in the Nature Reserves Team.

Each ELO may participate in practical on-site conservation work, support volunteers and volunteer recruitment, support local community groups, engage with the general public, attend events/conferences, participate in surveys and produce reports, in conjunction with the Nature Reserves project.

KEY ROLES AND RESPONSIBILITIES

- Supporting the team in delivery of their work.
- To lead and deliver on at least one personal project, focusing on a specific outcome benefiting the larger project. Presenting the process and outcome in report form.
- Responsible for compiling a portfolio of work, focusing on individual achievements and responsibilities.
- Provide support during the coordination, implementation and delivery of workdays
- Support the delivery of communication plans by contributing content for promoting events, activities and project achievements through social media, blogs, websites, networks and newsletters.
- Coordinating practical activities and delivering events and training to local community groups, in line with the larger project events programme.
- To support volunteer coordination and recruitment, including inductions and training for future ELOs.
- Attend relevant conferences, meetings and seminars agreed through the personal development plan.
- Participate in training courses either externally or internally as agreed through the personal development plan.
- 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.
- Work as part of a team alongside staff and volunteers as required.
- Uphold the working values and expectations of the Lancashire Wildlife Trust.
- Carry out other duties relevant to your post as reasonably required by your line manager.

Person Specification

EXPERIENCE

Essential

- Can build and maintain strong relationships with a variety of people and groups
- Experience of being part of a team

Desirable

- Experience of volunteering or working with volunteers
- Can use social media and media to relay information in a professional capacity
- Supporting in the organisation and delivery of events
- Able to create and deliver information and/or activities

KNOWLEDGE

Essential

- Knowledge and interest in wildlife and nature, the challenges it faces and what can be done to improve its sustainability

Desirable

- Knowledge of Health and Safety procedures and an understanding of risk assessments
- A good knowledge of species identification

SKILLS

Essential

- Proficient in using IT programmes such as Word, Excel and Outlook
- Excellent listening and verbal communication skills
- Clear and concise writing skills
- Highly organised with strong time management skills
- Ability to take initiative and work productively independently
- Full and current driving licence and access to vehicle – please refer to the About Project document

PERSONAL QUALITIES

Essential

- Able to work outside in all weather conditions and different terrains.
- Commitment and enthusiasm to the Trust and its work.
- Commitment to the Trusts policy on Equality, Diversity and Inclusion.
- Self-disciplined with high levels of motivation and enthusiasm.
- Approachable, confident and friendly with high levels of tact and diplomacy.
- Empathetic and mature approach to others.
- A flexible approach to challenges and tasks, with the ability to remain calm under pressure.

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:	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.
Duration of post:	This post is offered as a fixed term 12 month contract. 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 17th May 2026
Interviews:	Tuesday 26th May 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
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.