



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

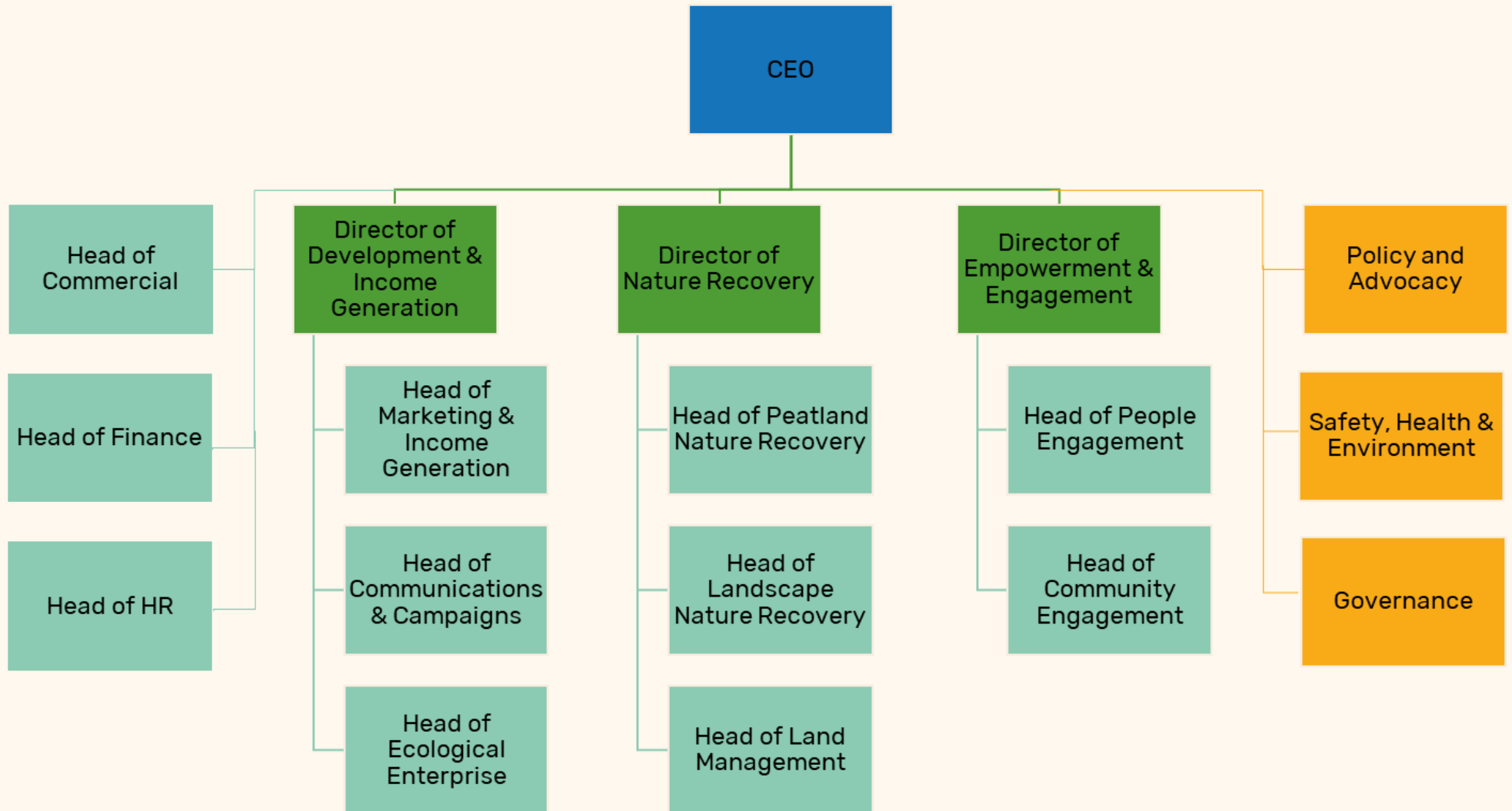
We foster a friendly, welcoming atmosphere where everyone is treated with respect and courtesy. We believe in the strength of our unity as one big team. Always ready to roll up our sleeves and help wherever it's most needed, regardless of the role.

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:

Father Christmas

Responsible to:

Events & Conference Sales Manager

Location:

Moss Bank Park Bolton, BL1 6LU, with possible travel to other LWT sites

Hours of Work:

Variable (Weekends & Evenings)

Salary:

£ 20.84 per hour

Duration of post:

Fixed term until December 2026

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 purpose of the Father Christmas role is to bring the magic and joy of the holiday season to life for families visiting our festive events at Moss Bank Park in Bolton. As part of a dedicated team of Father Christmases, you will collectively create memorable experiences for children and adults alike through personal interactions, storytelling, and festive activities. Your role, alongside your fellow Father Christmases, is to embody the warmth, kindness, and spirit of Christmas, making each visit to our events special and unforgettable.

In this team role, you will work alongside other Father Christmases to engage with a diverse range of visitors, including those with special needs, ensuring that everyone feels welcome and included in the holiday cheer. Whether hosting children in the traditional grotto, leading exciting light countdowns, or joining families for festive meals, you and your team will play a vital part in creating a joyful and inclusive atmosphere. The collective efforts of your Father Christmas team will not only entertain but also help to foster a sense of community and tradition that families will cherish for years to come.

Ultimately, the Father Christmas team is more than just wearing costumes; it is about being symbols of hope, joy, and generosity during the holiday season. Together, you will help build lasting memories for families, support the wider community, and contribute to the success of our seasonal events. We are looking for individuals who can step into this cherished role with enthusiasm, dedication, and a true love for spreading Christmas cheer as part of a collaborative Father Christmas team.

KEY ROLES AND RESPONSIBILITIES

We are looking for someone who is incredibly gregarious, bubbly and outgoing and also fantastic with children so your key responsibility will be to be the heart and soul of our Christmas grotto and new evening event.

The responsibilities in the role will include greeting families in a warm and welcoming manner, posing for photos, listening to children's Christmas wishes and helping children select a gift.

Father Christmas is a pivotal part of the Christmas experience, delivering memorable and personalised visits for families.

Activities and Responsibilities:

Hosting in the Grotto:

- Welcome children and their families into the grotto.
- Engage in one-on-one conversations with each child, asking about their Christmas wishes.
- Pose for photographs with children and families.
- Distribute gifts to children.

Leading Christmas Events:

- Participate in evening events by leading countdowns for Christmas light switch-ons.
- Engage with families from a stationary sleigh, creating a festive atmosphere.
- Interact with visitors at Winter Fayres and other themed events.

Joining Meals with Santa:

- Walk around during Breakfast and Supper with Santa events, chatting with children and their families.
- Hand out gifts and pose for photo opportunities.

Participating in Pop-Up Cinema Events:

- Welcome guests as they arrive, handing out snacks and drinks.
- Engage with families and pose for photos before the movie begins.

Supporting Special Needs Sessions:

- Participate in SEN-friendly sessions
- Assist in BSL and Makaton sessions, ensuring all children feel included. – training and or interpreters will be present

Assisting with Crafting Activities:

- Join in with crafting sessions, helping children with Christmas-themed activities.
- Participate in story time sessions alongside Mrs. Claus, engaging children in festive stories and crafts.

Collaborating with Event Staff:

- Work closely with elves and other event staff to ensure the smooth running of all Christmas events.
- Provide cover for fellow Father Christmases when needed, ensuring all shifts are covered.

Person Specification

EXPERIENCE

Essential

- Working with Children: Prior experience in a role involving direct interaction with children, such as teaching, performing, volunteering, or childcare.
- Customer Service/Public Interaction: Experience in a customer-facing role, particularly in environments where creating positive, memorable experiences is key.

Desirable

- Performance or Storytelling: Experience in performance, acting, or storytelling, especially in roles that involve engaging with an audience

KNOWLEDGE

Essential

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

SKILLS

Essential

- Communication Skills: Excellent verbal communication skills, with the ability to engage and entertain children and adults alike.
- Interpersonal Skills: Ability to build rapport quickly with people of all ages, making each visitor feel valued and welcome.
- Teamwork: Ability to work effectively as part of a team, collaborating with other Father Christmases, elves, and event staff.
- Adaptability: Flexibility to adapt your approach based on the needs of different children, including those who may be shy or have special needs.
- Time Management: Strong organizational skills to manage time effectively during busy events, ensuring that each visitor has a meaningful experience.

PERSONAL QUALITIES

Essential

- Commitment and enthusiasm to the Trust and its work.
- Commitment to the Trusts policy on Equality, Diversity and Inclusion.
- Enthusiasm for Christmas: A genuine passion for the holiday season and spreading joy to others, particularly children.
- Warmth and Empathy: A naturally kind and patient demeanour, with the ability to make children feel comfortable and special.
- Reliability and Commitment: A strong sense of responsibility, with a commitment to fulfilling all scheduled shifts and providing cover when needed.
- Professionalism: High standards of conduct, particularly when representing the role of Father Christmas, ensuring all interactions are positive and appropriate.

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.
Closing Date:	Sunday 4th October 2026
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 send an up to date CV 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.