



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

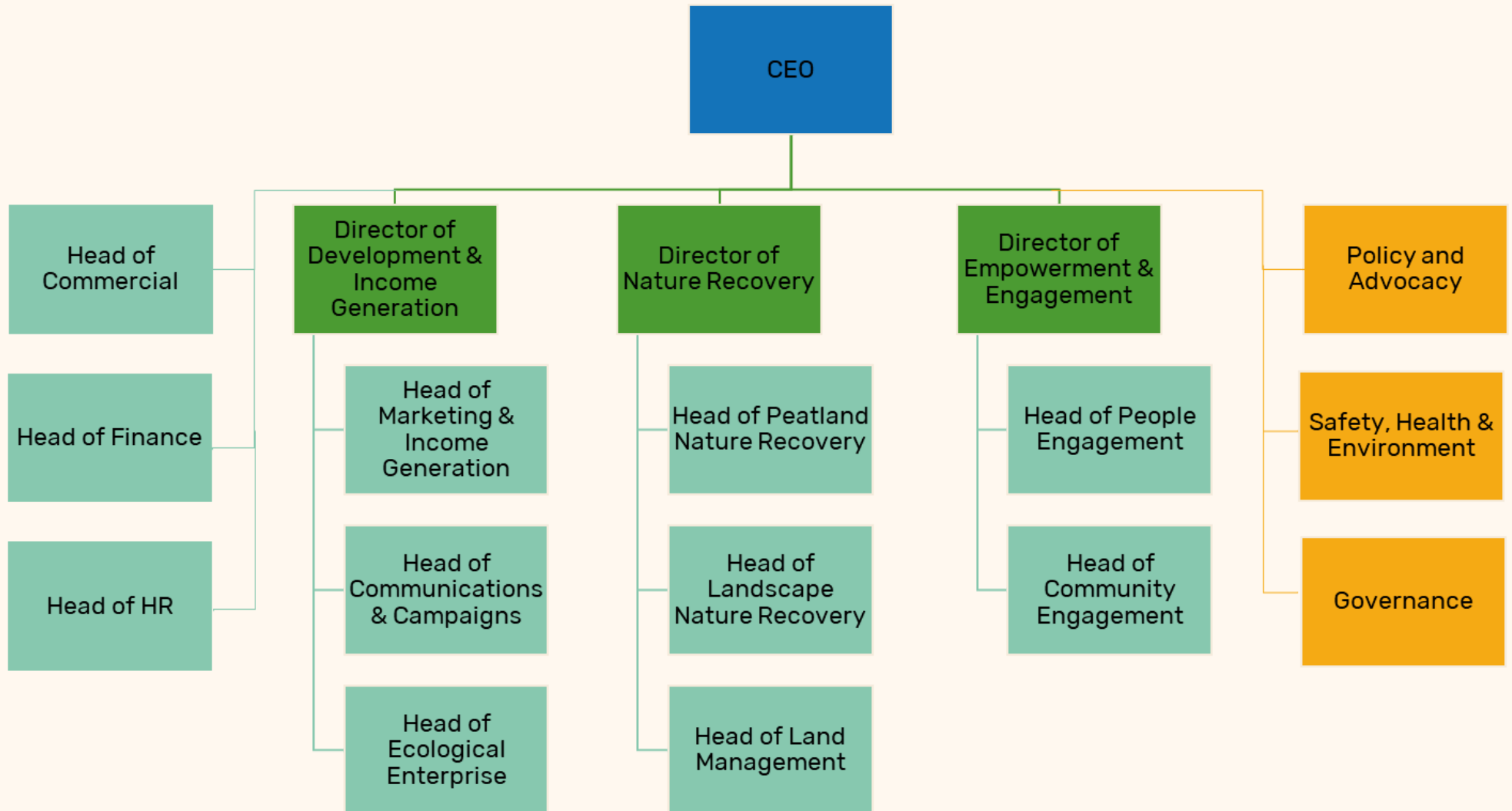
We foster a friendly, welcoming atmosphere where everyone is treated with respect and courtesy. We believe in the strength of our unity as one big team. Always ready to roll up our sleeves and help wherever it's most needed, regardless of the role.

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



About the project

Growing Recovery seeks to bring together some of Lancashire Wildlife Trusts most exciting programmes of work. Working in Burnley you will be with the heart of the community at The Chai Centre Community Garden, inspiring people from across the community to connect with nature. Taking people from a starting point of gardening for food and urban nature the successful candidate will part of a collaborative programme with LWTs Nature and Wellbeing service and Lancashire Peat Partnership. We'll be growing plants for the restoration of our peatlands, creating and delivering inspiring training workshops and bringing together a holistic programme of activity that supports the health of our communities and our key landscapes.

At The Greenhouse Project in Witton Country Park, Blackburn we have regenerated 5 abandoned local authority greenhouses and developed them into a demonstrator site for nature positive action in a time of climate anxiety and loss of biodiversity. For the last 3 years our Chai Centre Wellbeing Garden in Burnley has also been developing growing opportunities for the community. At the same time our Peatland programmes have been leading in campaign work, advocacy, purchase of land and practical work to restore the often overlooked peatland habitats.

Growing Recovery is a project that will bring together these 3 areas of work to bridge the gap between people connecting with nature for their own health and wellbeing and directly becoming part of the delivery of nature recovery work. Initial trials have seen volunteers at The Greenhouse Project grow plugs to plant up on surrounding moorland, which has also increased understanding of the wider landscape and a sense of pride in supporting nature recovery.

Growing Recovery will extend initial trials at The Greenhouse Project, increase opportunities for engagement, and expand opportunities and different growing trials into the community garden setting of the Chai Centre in Burnley.

We will delivery community workshops on peatlands and their role in providing ecosystem services, engage local communities in propagation and replanting as well as learning visits, accredited training and mentoring about nature, climate and healthy ecosystems.

The project will also teach people to help nature and climate in their own growing activities and choices at home – such as using peat-free compost and harvesting rainwater.

Growing Recovery is based within our engagement and wellbeing team, connecting our work in communities directly with our landscape recovery activity. As such the successful candidate will need the ability to positively connect and support across a breadth of communities and individuals. Through our Nature and Wellbeing programme we provide opportunities for participants to get hands on with nature, look after their wellbeing and help to improve their local green spaces for people and wildlife alike. Nature and Wellbeing participants range in age from young people to adults. Many of our Nature and Wellbeing participants will be facing multiple disadvantages. Referrals come from a variety of sources across our communities and networks, including but not limited to: the NHS, social prescribers, community partners, schools and colleges, and self-referrals. The ability to work to develop and maintain partnerships and referral pathways is an important element of the service provided, as it enables Lancashire Wildlife Trust to ensure that those most in need of our Nature and Wellbeing service are able to access it.



Job Description

Post Title:

Engagement & Wellbeing Officer (East Lancashire)

Responsible to:

Community Engagement Manager (Lancashire)

Location:

LWT Burnley Office: The CVS Centre, Yorkshire Street, Burnley.
Delivery at Chai Centre, Burnley.
(Hybrid working available)

Hours of Work:

21 hours per week

Salary:

£16,843.22 per annum
(£28,072.03 FTE per annum)

Duration of post:

3-year fixed term

Other:

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

A DBS check will be required for this role.

PURPOSE OF POST

To provide, organise and deliver nature-based activities in Burnley and The Chai Centre Community Garden. By inspiring an initial connection to nature you'll take people on a journey from local nature connection through to the restoration of some of Lancashire's key Peatlands.

This is a diverse and exciting role that works to engage people from a whole variety of starting points, ranging from wellbeing to community workshops,

This post is part of Lancashire Wildlife Trusts Engagement and Wellbeing work; Growing Recovery Project is a new and exciting project in East Lancashire.

At times part of your role will also include supporting the wider team.

The post will include occasional evening and weekend work.

KEY ROLES AND RESPONSIBILITIES

- To develop and maintain referral pathways ensuring that the those most in need of LWTs Nature and Wellbeing service are most able to access it.
- Co-ordination and delivery of weekly sessions and plan activities that are engaging, inspiring, and support personal development, and actively contribute to nature's recovery. Including supporting groups to increase spaces for nature and positively impact biodiversity and climate. To organise and be responsible for the delivery and performance of your work, ensuring effective prioritisation in liaison with the wider Nature and Wellbeing service, Community Engagement Manager and relevant teams within LWT.
- To maintain systems allowing successful reporting against KPIs and safe working practices.
- Contribute to income generation for the wider team and project through varied sources identifying and following up opportunities from funding applications to contracts, to Wild Wellbeing Days as appropriate.
- Raising awareness of the Programme, LWT and the value of nature for wellbeing by contributing content for social media and communications.
- Actively recruit full team of participants for your own session delivery.
- Identify local stakeholders and organise locality events to ensure project activity meets the needs of the local community.

- Be responsible for the development and undertaking of innovative participant led growing projects and activities, at the Chai Centre and outreach work in the wider Burnley Community.
- Liaise with LWT's Peat Team and the Community Horticulturalist based at The Greenhouse Project to develop a mossland plant growing set up at the Chai Centre and co-ordinate planting and surveying activities in the wider landscape.
- Work alongside the Community Horticulturalist, to co-ordinate training and education opportunities.
- To work closely with Lancashire Wildlife Trust staff, volunteers and community partners to maximise move on volunteering opportunities for nature and wellbeing participants.
- Maintain systems to monitor and evaluate the project and ensure there is a clear audit trail for LWT and funders.
- To ensure all activities are fully accessible and inclusive where practicable and comply with the Equal Opportunities Policy.
- To undertake any other duties and responsibilities consistent with the objectives of the post and in support of the Nature & Wellbeing Team.
- To undertake appropriate training activity for skills and personal development.
- Work closely with the Community Engagement Manager and wider teams across The Wildlife Trust.
- Liaise regularly with a range of contacts, including:
 - Members of the public, community groups, schools and businesses
 - Local media
 - Local Authority officers and staff
 - Wildlife Trust officers and staff
 - Funding agencies / businesses
 - Environmental organisations
 - The NHS.
- Monitor designated programme files and systems, work plans and timesheets and work with partners and funders to ensure compliance.
- Develop and supervise volunteers as required to support delivery.
- Ensure your activity meets agreed organisational and funder targets.
- To develop and maintain referral pathways ensuring that the those most in need of LWTs Nature and Wellbeing service are most able to access it.
- To develop partnerships and opportunities both within LWT and across our communities that support participants to move on and benefit from a long term connection to nature after participation.
- To support the Nature and Wellbeing Team in the identification and completion of opportunities that support income generation and programme sustainability from funding applications to the sale and delivery of nature and wellbeing experiences.
- To ensure that all Health and Safety legislation and guidelines, Safeguarding Policies and Information Governance Policy are adhered to, as part of the overall provision of ensuring a safe environment for site users.
- To be responsible for the health and safety of volunteers, surveyors and contractors when working on site in accordance with the Health and Safety at Work Act 1974, and the Wildlife Trust's Health and Safety Policy, and ensure that all health and safety legislation and guidelines are adhered 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.
- 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 & KNOWLEDGE

Essential

- Experience of developing, delivering, monitoring and evaluating engagement activities
- Experience of community growing and/or horticulture projects.
- Experience in designing and developing spaces for wildlife and addressing community issues / opportunities
- Experience in recruiting participants and volunteers, particularly from challenging backgrounds, including people who experience mild to moderate mental health difficulties
- Experience in working with people from varied backgrounds who may be affected by poor health and wellbeing on environmental projects and supporting personal development

Desirable

- A track record of identifying, applying for, and securing external grants
- Good level of IT competency and experience
- Experience of managing volunteers
- Experience in developing and producing practical tasks and activities that are inspirational, encourage team dynamics and increase self esteem
- Experience of varied approaches to income generation within the charitable sector
- Proven knowledge of mental health, therapies to address mental health conditions and services available for people who suffer with mental health conditions
- Up to date knowledge of practical conservation techniques, particularly in urban settings
- Up to date knowledge of Health and Safety guidelines when working with adults, children and young people, including child protection and safeguarding policies

SKILLS

Essential

- Excellent communication and interpersonal skills
- The ability to motivate, inspire and engage people from the most challenging backgrounds
- Excellent organisational skills and the ability to work independently to achieve the required evidence and administrative functions relevant to your delivery that support funders requirements
- The ability to develop, publicise and deliver innovative and exciting environmental awareness events, activities and resources
- Good IT skills with the ability to communicate and promote activities and key messages, as well as preparing concise and effective reports and documents
- A full driving licence, access to the use of a vehicle with full business insurance cover
- Ability to set, prioritise and achieve targets on time

Desirable

- Excellent writing, presentational and promotional skills, including the use of social media

PERSONAL QUALITIES

Essential

- Commitment to the work of the Trust and its volunteer work
- High levels of enthusiasm, self-motivation and confidence
- Empathy with those that suffer from mental ill health and an understanding of ways in which we can improve health and wellbeing through Nature and Wellbeing activity
- Ability to develop working relationships with a wide range of people
- Willingness to be flexible and respond quickly to changing and unexpected circumstances

General Terms & Conditions

Holidays:	28 days per annum pro rata (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:	Part-Time 21 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 on a fixed-term basis. All new employees undertake a probationary period of 4 months; in which time they are expected to demonstrate their suitability for the post.
Closing Date:	Sunday 25th October 2026
Interviews:	Week commencing 9th November 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.