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.

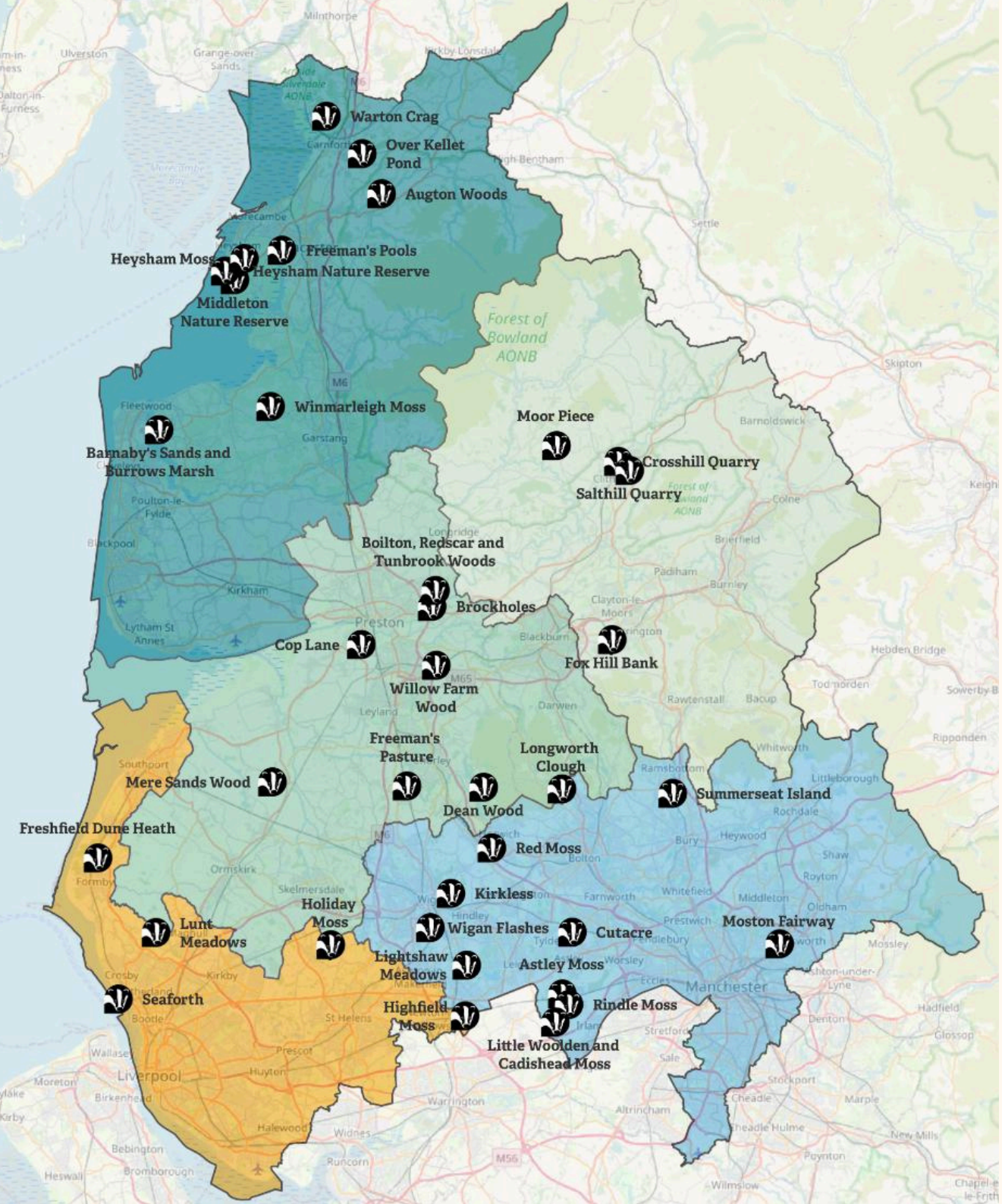
Our Work

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.

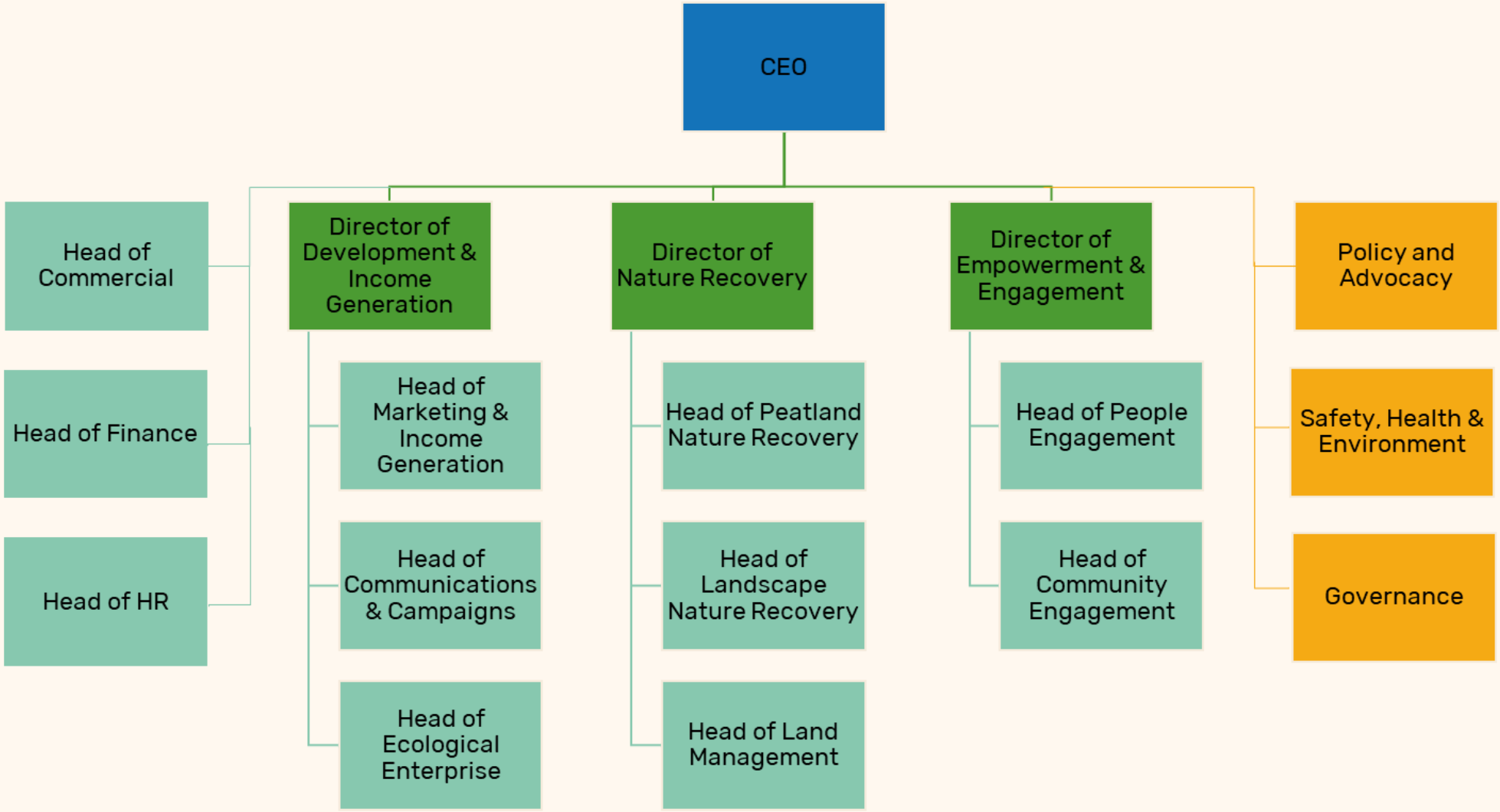
What does an LWT team member look like?

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 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 you can 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-Growing Recovery Project

Responsible to:
Community Engagement Manager

Location:
Based between LWT Burnley Office, BB11 3BT and Witton Greenhouses, Blackburn, BB2 2TP

Hours of Work:
28 hours per week

Salary:
National Minimum wage

Duration of post:
12 months

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 Entry Level Officer (ELO) is to support the delivery of the Growing Recovery project (in partnership with National Lottery Community Fund) and will include work across the whole project, at sites in Burnley and Blackburn.

The 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 Growing Recovery Project Aims.

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
- Experience of working with a wide range of people
- 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
- Can work as part of a team
- 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.

**This Job Description outlines the type and range of duties currently required for the position. It is not a comprehensive or exhaustive list, and duties may vary from time to time, provided*

that any changes remain consistent with the general nature and level of responsibility associated with the role.

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: Part Time 28 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. 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.