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.

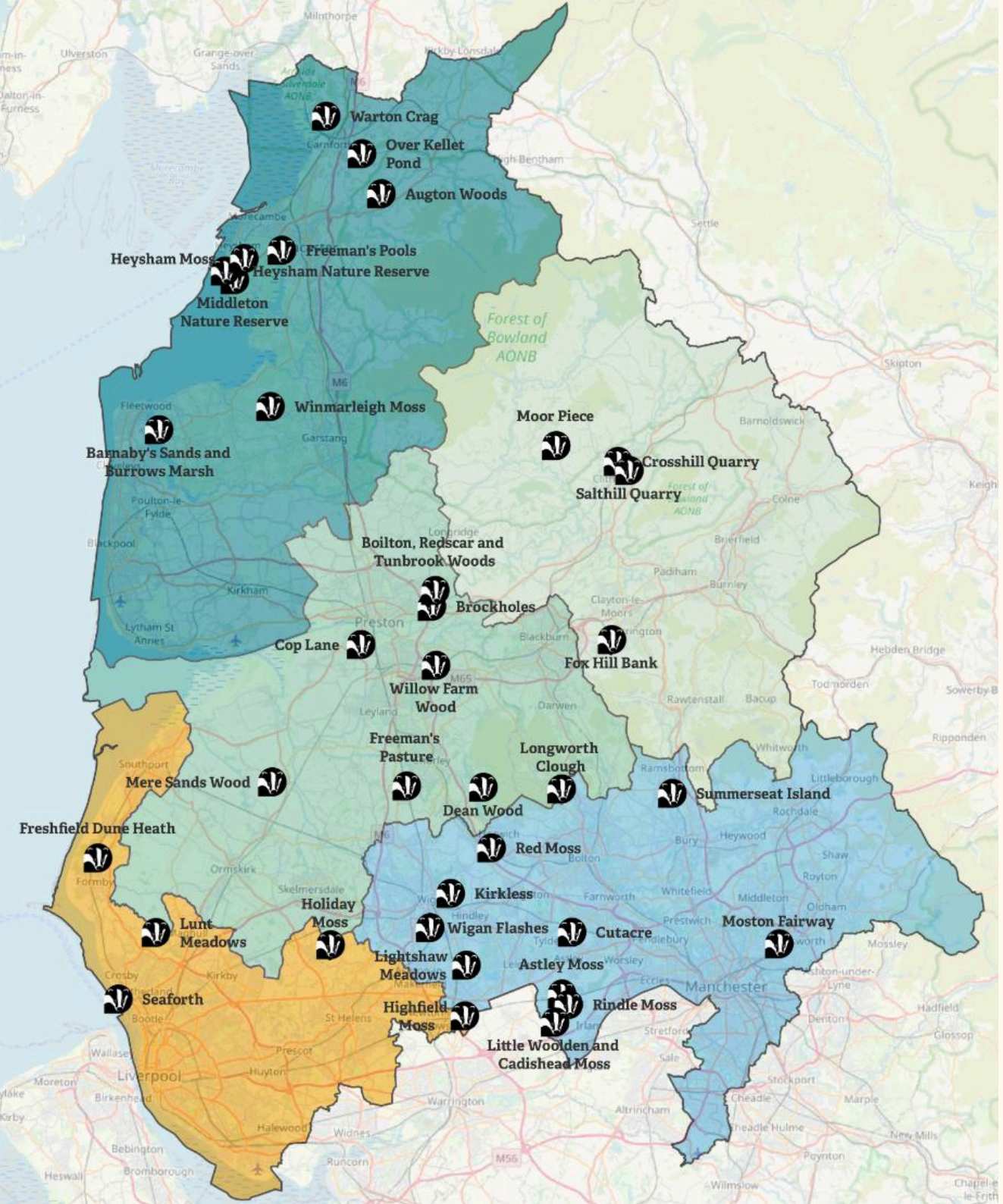
Our Work

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?

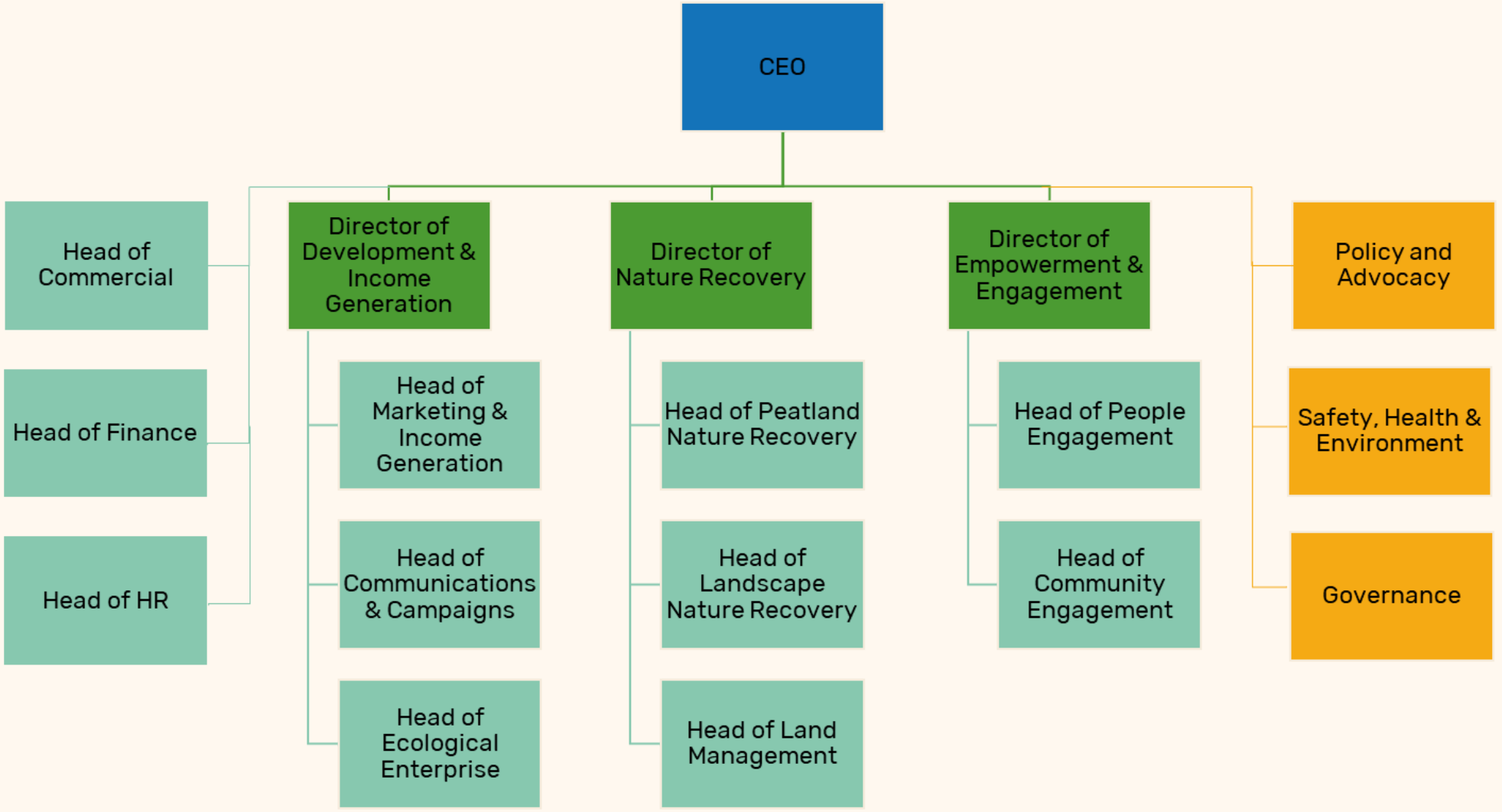
Integrity
Acting in the best interest of LWT and honouring our scientific foundations in every activity. Our approach is built on honesty, respect, and a commitment to the core objectives of the charity, as well as the wishes of our members and funders.

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

Our Partnership Project is a 20 year landscape scale project that will deliver long-term transformation to the wildlife and people of Wigan and Leigh. It is set to create, expand and improve habitats, connecting over 1300 hectares of wetlands, woodlands, grasslands and peatlands to achieve the recovery of threatened species. It aims to increase opportunities for local people to connect with nature and will create nature based solutions to counter the impacts of climate change. The scheme will be an exemplar of how to extend multi-benefit, natural capital approaches to demonstrate how the post-industrial landscape can be re-imagined. It will build on the prior restoration and rejuvenation of the Wigan borough from its industrial past and will help deliver Greater Manchester's Local Nature Recovery Strategy. With the Flashes of Wigan and Leigh National Nature Reserve at its heart, our project will strengthen the connectivity and functionality of core wildlife sites to realise the full potential of Wigan's natural heritage.

The project is now recruiting the team members needed to help deliver the agreed plans and targets for this high profile scheme. We are seeking a skilled, enthusiastic and energetic person who has a passion for wildlife who has the experience to deliver community engagement, nature recovery, partnership working, and team management, to support our work to develop an inspiring and accessible landscape that our whole community has the confidence and skills to access with pride. The Community Engagement Manager will work across communities from those ready to volunteer and consider training and development opportunities, to those most nature deprived. This diverse role will range from providing first engagement opportunities though nature and wellbeing and green social prescribing, through to volunteer groups, training, and events.

The Community Engagement Manager will lead the project's Community Engagement team to increase opportunities for nature. The role holder will work with stakeholders, partners and land managers to achieve this, including Wigan Council and Forestry England, and work with the wider LWT team on sites around the region when needed. This is an exciting opportunity to effect change for people and nature across Wigan and lead a team delivering major innovative action, helping tackle the nature and climate emergencies.

Job Description

Post Title:
Community Engagement Manager

Responsible to:
Project Manager

Responsible for:
2x Community Engagement Officer, 1 x Community Engagement Assistant Officer and 1x Entry Level Officer

Location:
Mere Sands Wood Nature Reserve, Holmeswood Road, Rufford, L40 1TG

Hours of Work:
35 hours per week

Salary:
£31,692.40 per annum

Duration of post:
Permanent

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

PURPOSE OF POST

The Community Engagement Manager will supervise delivery staff, coordinate and deliver engagement programmes, and ensure accurate reporting, leading the implementation of the Stakeholder Engagement Plan and the social access elements of the Access Plan, ensuring activities connect into LWT's wider Engagement and Wellbeing programme to maintain consistency and good practice.

The role holder will collaborate with internal teams and external partners to positively influence nature recovery opportunities and foster strong community involvement, coordinating the delivery of the annual work programmes through the supervision of staff, contractors, placements and teams of volunteers.

The role will involve occasional evening and weekend work, including during holiday periods, to meet project needs.

KEY ROLES AND RESPONSIBILITIES

- Take a central role in ensuring the project is accessible, inclusive, and meaningfully engages diverse local communities, embedding best practice in equality, diversity, and inclusion.
- Lead the delivery, review and development of the Community Engagement workstream, including managing day-to-day activity and performance of the Community Engagement team and management of direct reports to deliver the scheme's aims and targets.
- Motivate, support, and train staff and volunteers to achieve high standards, inclusive practice, and a positive team culture.
- Implement and coordinate volunteer recruitment and retention strategies, supporting meaningful, long-term involvement and progression opportunities to facilitate project delivery.
- Organise and deliver community engagement and nature and wellbeing activities in Wigan to implement the scheme's plans and achieve targets and outcomes.
- Lead, co-design and collaborate with land management teams to deliver interpretation, trails, and infrastructure improvements that meet accessibility standards and reflect diverse user needs.
- Develop and coordinate the project community Forum and foster vibrant volunteer and participant groups to implement the scheme's plans and achieve targets and outcomes.

- Engage underrepresented groups through workshops, partnerships, and co-creation sessions to meet the scheme's objective.
- Build long-term relationships with community organisations, schools, advocacy groups, health and social care partners, and other stakeholders to meet the scheme's objectives.
- Develop partnerships and opportunities within LWT and communities to support participants beyond initial engagement.
- Represent the Wigan partnership and the Trust in meetings, public forums, and advocacy opportunities, to contribute to communications, storytelling, and partnership development.
- Develop interpretation strategies and commission inclusive, engaging on-site and digital materials with local creatives and residents to raise awareness and understanding of the scheme's aims and activities.
- Contribute content raising awareness of projects and the value of nature for communities and wellbeing for use in social media and communications.
- Support and coordinate the development and delivery of Green Social Prescribing initiatives in collaboration with the Nature-Based Solutions Lead to meet the objectives of the project as set out in its delivery plans.
- Lead on partnerships that embed work within the health and social care sector, co-designing activity with health professionals and participants and supporting Green Social Prescribing.
- Develop and maintain referral pathways and innovative participant-led projects, supporting long-term connections to nature and personal development opportunities.
- Work with the Monitoring and Evaluation Officer to develop and maintain systems for monitoring and evaluation to enable reporting against performance indicators, ensuring a clear audit trail for LWT, project partners and funders.
- Coordinate Citizen Science projects with the project Land Management team to achieve engagement and monitoring aims.
- Facilitate delivery of education events, working with the Education Officer to achieve scheme objectives.
- Ensure clear pathways between engagement work and nature recovery/conservation objectives to meet the wider aims of the project and the Trust
- Provide expert advice across the project team and wider LWT on inclusive practice, access barriers, social equity, and community engagement.
- Provide support and advice to staff across the Wigan Partnership and LWT who have identified opportunities to deliver nature and wellbeing and community engagement activities aligning with LWT's Business Plan. Work closely with the LWT Head of Community Engagement and ensure the activities and priorities of the projects Community Engagement team align with those of wider LWT Engagement and Wellbeing programmes.
- Manage evaluation that showcases impact and present to stakeholders as appropriate.
- Lead on procurement of services, such as interpretation contracts and external evaluation reports, ensuring value for money and alignment with project objectives.
- Work with the Nature-Based Solutions team and from time to time, the LWT Head of Community Engagement in driving income generation for the Community Engagement Programme through funding applications, service contracts, corporate partnership and other income generation opportunities.
- Manage delegated budgets to achieve appropriate and cost-effective expenditure.
- Track delivery progress, keeping accurate records and provide regular reports to stakeholders, funders, clients and internally within LWT to meet reporting requirements.
- 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.
- Ensure all community engagement activities are inclusive and comply with planning, environmental, health & safety, safeguarding, GDPR, equal opportunities and accessibility regulations.
- Maintain accurate and up-to-date records and documentation in line with project and organisational requirements.
- Oversee the management of any Health and Safety and safeguarding concerns raised, ensuring all team members are aware of their responsibilities and receive appropriate training.
- Undertake training for skills and personal development.

- To work as part of a team alongside staff and volunteers as required.
- Liaise regularly with a wide range of contacts: public, community groups, schools, businesses, media, local authorities, NHS, funders, and environmental organisations.
- To uphold the working values and expectations of the Lancashire Wildlife Trust.
- To carry out other duties relevant to your post as reasonably required by your line manager.
- Act on own initiative while working within an agreed work programme.
- Work hours as required to meet business needs, this includes some evening and weekend work (including Christmas and Easter periods).

Person Specification

EXPERIENCE

Essential

- Minimum 2 years' experience working with individuals from diverse backgrounds, particularly those affected by poor health and wellbeing, and social and economic deprivation.
- Proven track record of connecting underserved communities with nature and delivering inclusive engagement activities.
- Significant experience in delivering coordinated and strategic community engagement programmes with a diverse range of approaches and offerings, and demonstrable impact.
- Demonstrated ability to build relationships and collaborate effectively with external partners, including local authorities, to achieve shared objectives.
- Experience in project management within the environmental or community sector.
- Coordination, supervision, and training of staff, volunteers, and contractors.
- Recruiting and working with volunteers from varied backgrounds and skill sets.
- Maintaining health and safety records, including risk assessments.
- Record keeping, monitoring, and report writing.
- Budget management and financial accountability

Desirable

- Experience in recruiting and engaging participants and volunteers, especially from underrepresented or challenging backgrounds.
- Experience in creating and delivering practical, inspirational activities that promote teamwork and boost self-esteem.
- Delivering events that engage people in wildlife and nature conservation.
- Working with communications teams and the media to promote wildlife and nature conservation.
- Successful grant/fundraising applications and income generation.
- Designing and developing spaces for wildlife and addressing community issues.
- Knowledge of mental health and wellbeing interventions
- Up-to-date knowledge of practical conservation and Nature Recovery work

KNOWLEDGE

Essential

- Up-to-date knowledge of Health and Safety regulations relevant to community engagement activities.
- Sound understanding of safeguarding practices for children, young people, and vulnerable adults.
- Understanding of how to build and sustain effective partnerships with local authorities, health services, schools, and voluntary sector organisations to deliver shared objectives.
- Understanding of partnership building with local authorities, health services, schools, and voluntary sector organisations.

Desirable

- Practical knowledge of urban conservation techniques and their application in community settings.
- Knowledge of principles and methodologies for developing, monitoring, and evaluating person-centred programmes across education, youth, and community sectors.
- Awareness of mental health services and therapies.

SKILLS

Essential

- Effective communication skills (verbal and written) for a wide range of audiences.
- The ability to motivate, inspire and engage people from the most challenging backgrounds.
- Excellent writing, presentational and promotional skills, including the use of social media.
- Competent in data analysis and IT systems (Word, Excel, monitoring software).
- Strong organisation and planning skills
- 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.

PERSONAL QUALITIES

Essential

- Commitment and enthusiasm to the Trust and its work.
- Commitment to the Trust's policy on Equality, Diversity and Inclusion.
- Ability to maintain high levels of enthusiasm and self-motivation
- A can do attitude and the personal drive to create collaborations and build new and dynamic project activities with partners internally and externally.
- Ability to work well on own initiative and co-operatively as part of a team
- Ability to be flexible and respond to changing situations
- Empathy for individuals with mental ill health and commitment to improving wellbeing through nature.
- Affinity with a wide range of people and ability to deal with conflict issues sensitively and effectively

General Terms & Conditions

Holidays: 28 days per annum (increasing with length of service), plus bank holidays.

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 on a permanent 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 13th December 2026

Interviews: 16th-18th December 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.