



Information for applicants for the post of:

Communications and Digital Officer

This is a full-time (35 hours per week) permanent contract. The post is subject to the Trust's Terms and Conditions of Employment.

The appointment would be subject to an initial probationary period of six months.

A starting salary will be around £27,500 pa according to qualifications and experience.

The Trust operates a hybrid working arrangement for all colleagues, with the ability to work remotely for two days a week for full-time posts.

The Trust contributes to a Personal Pension scheme with Royal London under Auto-enrolment regulations. Employee contributions are deducted from monthly salaries, taking advantage of salary sacrifice provisions. Employees currently contribute 4% of salary and the Trust 8%. Employees may increase their contributions within HMRC limits.

Use of the post-holder's vehicle for business purposes is required for which a mileage rate, currently 45p a mile, is paid.

Applications should be in the form of a completed application form. Guidance on the completion of the form is enclosed.

Postal applications should be sent to: Tom Jenkins, Worcestershire Wildlife Trust, Lower Smite Farm, Hindlip, Worcester WR3 8SZ, to be received by **not later than midnight on Monday 27th October 2025.**

Electronic forms should be returned to enquiries@worcestershiREWildlifeTrust.org

Interviews are scheduled for 3rd and 4th November 2025.

Unfortunately, we do not have the resources to respond to those candidates who have not been short-listed and if you have not heard from us within three weeks of the closing date you should assume that your application had not been successful on this occasion.

About Worcestershire Wildlife Trust

Worcestershire Wildlife Trust is an independent charity dedicated to the conservation of the wildlife and wild places in the county of Worcestershire. It was founded in 1968.

The Trust operates from Lower Smite Farm between Worcester and Droitwich. The listed farmhouse is used as offices whilst the barns and outbuildings have been converted to provide workshops and a wildlife and farming centre that was opened to schools in 2004. The 150-acre farm is managed to promote wildlife within an economically viable system and is accessible to visiting school groups and the public. We have over 75 nature reserves across Worcestershire. Whilst individual staff members are responsible for leading in their area of responsibility and expertise, all are expected to contribute to delivery through inter-team co-operation.

The Trust has around 23,000 members who provide financial support through subscriptions and many of whom do much hard work on behalf of everyone who appreciates their environment and wildlife. It also relies heavily on grants, corporate support, legacies and donations from the public.

The Trust is governed by a Council of around 17 elected trustees. Council is responsible for overall strategy and policy. Implementation is led by the Chief Executive Officer and a team of staff. In all aspects of the Trust's work, paid staff members are supported by over 400 regular volunteers.

Worcestershire Wildlife Trust is one of 46 Wildlife Trusts who work together throughout the United Kingdom to form the largest voluntary organisation concerned with all aspects of wildlife conservation.

Our Vision: People closer to nature with land and seas rich in wildlife

Our Mission: To bring about living landscapes, living seas and a society where nature matters.

We: **Inspire people to connect with** wildlife, wild places and the natural world

Empower people to champion wildlife, wild places and the natural world

Enable people to act for wildlife, wild places and the natural world

Demonstrate the value of wildlife, wild places and the natural world

Thank you for your interest in working for Worcestershire Wildlife Trust.

We look forward to receiving your application.