

# Ecological Consultancy Business Manager

## Job description



<b>Overall job purpose</b>	To direct and oversee the work of Worcestershire Wildlife Consultancy, a small but ambitious ecological consultancy. The postholder will oversee the work of the team that involves liaison with clients to prepare quotations for work, business planning, capacity planning and ensuring the organisation develops with the need of its clients.
<b>Place of work</b>	Worcestershire Wildlife Trust, Lower Smite Farm, Hindlip, WR3 8SZ. Hybrid working available with up to 40% WFH when appropriate
<b>Hours</b>	Part-time: 21 hours per week with occasional out of hours work. Working pattern to be agreed with successful candidate.
<b>Contract type</b>	Fixed term for one year
<b>Salary</b>	Up to £35,000 per annum FTE/ £21,000 for 21 hours per week (0.6 FTE). Salary will be dependent on experience.
<b>Responsible to</b>	Chief Executive Officer
<b>Key relationships (internal)</b>	Finance and Administration Officer, WNCT Enterprises Board, Head of Conservation, Head of Finance and Operations, Head of Fundraising and Engagement, reserves team colleagues
<b>Responsible for</b>	Line management of ecologist team. Direction and oversight of subcontractors at time

### About us

**Worcestershire Wildlife Consultancy** is a high quality ecological consultancy providing ecological services to a range of clients both within Worcestershire and further afield. Worcestershire Wildlife Consultancy is a key part of WNCT Enterprises Ltd, a wholly owned trading subsidiary of Worcestershire Wildlife Trust.

**Worcestershire Wildlife Trust** is Worcestershire's leading nature conservation charity, committed to protecting wildlife and the natural environment. We are supported by over 21,000 individual members. Our 40 staff are supported by our 500 volunteers who are vital to the delivery of our work. We manage 75+ nature reserves across the county, covering 12.5 square kilometres of land, and provide land management advice across around a quarter of the county. We also work to inspire people to take action for nature and this includes work with schools and young people, communities and local businesses.

Our three goals set out in our strategy to 2030 are:

- Nature in recovery: 30% of land for nature by 2030
- Action for nature: one in four taking action for nature by 2030
- Sustaining our future: more diversity, more funding and carbon zero by 2030

We are one of 46 independent wildlife trusts operating across the UK.

We're **Wild about inclusion**. To us, this means inspiring, empowering and engaging people from all backgrounds, cultures, identities and abilities to change the natural world for the better. It also means cultivating inclusive workspaces that are free from discrimination,

where differences are valued and everyone can be themselves and flourish, just like nature. As a Disability Confident Committed employer, we actively welcome applications from disabled candidates. Applicants who meet the minimum requirements required and choose to apply under the scheme will be offered an interview.

## **Role specification**

### **Business management responsibilities**

Deliver effective business leadership by:

- Ensuring robust policies, procedures and systems are sustained to support efficient service delivery and future business development
- Developing and managing a strong pipeline of clients and contracts, including proactive client liaison
- Managing and monitoring workload for the team through effective capacity planning and oversight of the pipeline, from initial enquiries through to completed projects
- Ensuring contracted work is delivered on time, on budget and to the agreed standards
- Ensuring compliance with health and safety policies and procedures
- Working with the Senior Ecologist to ensure compliance with agreed professional standards, guidance and legislation relevant to our work
- Reporting to the Chief Executive of Worcestershire Wildlife Trust and the WNCT Enterprises Board with accurate data and clear written reports that includes performance against business targets, ongoing monitoring and forecasting

### **Management of the consultancy team**

Provide effective leadership and support to the consultancy team by:

- Line managing the ecologist team to ensure they contribute fully to the objectives of Worcestershire Wildlife Consultancy
- Holding regular one-to-one meetings, team meetings and participating in wider Worcestershire Wildlife Trust staff meetings
- Ensuring strong collaboration with wider Trust colleagues including the finance and operations team and communication team colleagues.
- Overseeing team training and development plans, ensuring they are implemented, monitored and reviewed
- Supporting team members to deliver excellent project and contract management
- Organising team-building activities and events to support a positive and cohesive working culture

### **Business development responsibilities**

Support the growth and long-term sustainability of the consultancy by:

- Undertaking horizon scanning to ensure services remain relevant, effective and responsive to emerging needs
- Identifying new work streams and commercial opportunities relating to ecological consultancy services
- Monitoring capacity and workload to inform business cases for investment when required
- Supporting marketing activity, including working with Trust colleagues to update the Consultancy website and wider promotional materials
- Developing and maintaining good relationships with other ecological consultancies and consultants including through the network of Wildlife Trust ecological consultancies.

## **Contribute to the overall work of the Consultancy and Trust**

Contribute to the wider work and values of Worcestershire Wildlife Trust by:

- Supporting Trust-wide programmes, including equality, diversity and inclusion and the climate change and wildlife strategy
- Managing activities, staff, subcontractors and volunteers to ensure that all legal (e.g. health and safety, data protection, taxation) and contractual obligations are fully met, working with other staff where appropriate
- Ensuring full compliance with General Data Protection Regulations
- Assisting with and attending Trust events and activities as required

## **Person specification**

### **Skills**

- Demonstrate strong analytical thinking and business insights that drive improved performance
- Highly organised, with the ability to manage workloads effectively and prioritise competing demands
- Proven leadership skills, with experience managing and developing a team
- Strong communication skills, with experience of communicating to a wide range of audiences
- Ability to analyse, interpret and present business data (desirable)
- IT knowledge including use of Microsoft Office package

### **Experience**

- Experience in leading a customer-focused service and ensuring high standards of client care
- Experience in marketing and promoting business services
- Report writing and editing/reviewing of complex documents
- Project planning and management
- Experience in identifying quote opportunities, preparing, submitting and recording quotations

### **Knowledge**

- Demonstrable understanding of business and/or office management
- Ability to analyse processes and identify opportunities for improvement
- Broad understanding of the work of ecological consultancies
- Some understanding of ecological survey and monitoring techniques (desirable)
- Knowledge of UK General Data Protection Regulations

### **Personal qualities**

- Strong commercial awareness
- Full driving licence
- Self-motivated, proactive and able to work independently
- Collaborative team member with the ability to support and delegate effectively
- Ability to remain calm and professional when dealing with challenging situations

## **What we offer**

We offer a supportive, friendly and purpose driven working environment where your contribution genuinely makes a difference for wildlife and local communities. As part of Worcestershire Wildlife Consultancy and Trust, you'll benefit from:

- A generous annual leave allowance of 6.6 weeks including bank holidays
- A holiday purchase scheme
- A contributory pension scheme with 4%/8% employer contributions
- Flexible and hybrid working options, where possible
- Enhanced Parental Leave policies
- Group Life Assurance at 3x annual salary
- Employee Assistance Programme
- Annual volunteering days
- Savings and discount hubs

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