Natural Networks Officer
Job description

Overall job purpose	To deliver our Natural Networks project in partnership with Worcestershire County Council, Malvern Hills District Council and Wychavon District Council, by providing biodiversity expertise and guiding habitat enhancement.
Place of work	Worcestershire Wildlife Trust, Lower Smite Farm, Hindlip, WR3 8SZ. However, there will be a need for regular travel across Worcestershire for site visits, meetings and events.
Hours	Full time (35 hours per week) working 9am – 5pm Monday to Friday with some evening and weekend work as required.
Contract Type	Fixed term – until March 2028
Salary	£26,500 - £28,000 per year
Responsible to	Senior Landscape Recovery Officer
Key relationships (internal)	Head of Conservation, wider countryside team (including Natural Networks project team), Communications Lead.
Responsible for	Consultants, contractors and volunteers

About us

We are 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 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.

Job specification

Role responsibilities

Contribute to the delivery of Natural Networks projects using funding from Worcestershire County Council's LNRS (Local Nature Recovery Strategy) Delivery Fund and Wychavon and Malvern Hills Biodiversity Grant.

- Deliver elements of the Natural Networks biodiversity enhancement scheme across Worcestershire, helping to spend secured funds positively for wildlife.
- Guide habitat improvements through landowner liaison including site survey, advice and support in regard to habitat management and creation. This may include undertaking conservation management planning for local businesses / councils and other landowners, creating sustainable management approaches for restored or created habitats and providing project management assistance with the grant application process, sourcing contractors and facilitating works on site.
- Help to develop and deliver events promoting the project and engagement with the public, partners and grant recipients.
- Work closely with the programme teams at Worcestershire County Council, Malvern Hills District Council and Wychavon District Council to ensure the requirements of the funding schemes are delivered.
- Work with businesses and other organisations to deliver improvements to habitats and help meet the relevant project targets.
- Provide technical and ecological support for our partners as required.
- Contribute to our work with external partnerships, acting as an advisor on green infrastructure creation and management

Finances

- Help to develop, monitor and manage project budgets against agreed targets.
- Support the administration of grant schemes.
- Help identify opportunities for income generation and, where appropriate, help seek external funding for future iterations of Natural Networks in co-operation with other staff.
- Ensure all claims are submitted to required standards and timetable.

Communication

- Maintain regular contact to ensure the Senior Landscape Recovery Officer and Head of Conservation are kept informed and aware of progress and issues.
- Contribute material to support the Trust's communications through its website, publications and other media.
- Liaise with relevant key partners, including the County Council and District Councils.
- Provide reports on specific activities, programmes and achievements for both internal and external audiences.

Legal obligations

- Manage activities and volunteers to ensure that all legal (including health and safety and data protection) and contractual obligations (including those with funders) are fully met, working with other staff where appropriate.

Contribute to the overall work of the Trust

- Attend and contribute to team meetings, committees and events as required.
- Deputise for your line manager and colleagues as required.
- Contribute to the development of The Wildlife Trusts' policies and strategies where relevant
- Assist with, attend and support Trust events and activities as required.
- Carry out other duties as directed by the Trust senior management team
- Present a friendly, professional, competent and tidy personal appearance.

Person specification

Knowledge	*Essential*	*Desirable*
Good knowledge of wildlife and green infrastructure principles	*x*	
Good knowledge of ecological surveys and monitoring systems	*x*	
Able to identify key habitats and species and advise on their management, restoration and recreation	*x*	
A good understanding of priority habitats and species	*x*	
A good understanding of Worcestershire's Local Nature Recovery Strategy (LNRS)	*x*	
Project management, including contractor and budget management		*x*
Understand the use of digital media		*x*
An understanding of environmental legislation and policy relevant to post	*x*	
A good understanding of health and safety regulations	*x*	
A degree in a relevant or related subject (e.g. ecology, countryside management or agriculture) or relevant experience	x	
Experience	*Essential*	*Desirable*
Experience in completing ecological surveys and carrying out practical habitat management/creation.	*x*	
Delivering conservation advice to landowners and land managers on a range of environmental topics	*x*	
Planning practical habitat interventions and managing the delivery of work through coordinating contractors	*x*	
Experience of working with volunteers, partners and/or local communities	*x*	
Proven experience of working independently or in a small team	*x*	
Experience in a relevant role	*x*	

Skills	*Essential*	*Desirable*
Strong communication skills, both orally and in writing, to a wide range of different audiences	*x*	
A proven ability to engage with a wide range of people and instil enthusiasm for a project	*x*	
Presentational skills, including report writing and delivery of PowerPoint presentations	*x*	
Good organisational and time management skills	*x*	
Ability to prioritise and work under pressure to tight deadlines	*x*	
Project development		*x*
Using IT software including email, MS Word, PowerPoint, Excel, videoconference apps, GIS data and mapping skills	*x*	
First aid certificate		*x*
Personal	*Essential*	*Desirable*
Commitment to nature conservation	*x*	
A positive and mature approach with integrity, tact and diplomacy	*x*	
Self-motivated, innovative and forward thinking	*x*	
Excellent networking skills with the ability to build rapport quickly, able to work independently and as part of a team	*x*	
Flexible approach to managing a changing workload with a willingness to work occasional weekends and evenings, as required	*x*	
Desire to continue to develop skills and knowledge	*x*	
A driving licence and own vehicle available for business use	*x*	

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 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