



Northumberland
Wildlife Trust

Estates Officer

Information Pack

Contact Details:

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Who we are...

Northumberland Wildlife Trust was founded in 1971 to protect wildlife and promote nature conservation within Newcastle, North Tyneside and Northumberland. Today, our voice for wildlife is stronger than ever. We are a non-government funded charity, supported by membership, donations, local businesses and charitable trust grants.

Our vision and strategic objectives

A Wilder Future for our area

We want: Everywhere and everything here Wilder, including people's lives and jobs, with landscapes richer in wildlife and better-connected land, wetlands and seas.

We want: To reach more people, form more partnerships and play a greater part in wilding and greening locally and contribute globally to restoring nature and tackling climate breakdown.

We will create Wilder Places, Wilder People and a Wilder Future, with more, bigger and better joined up areas for wildlife to thrive, more people taking action and connecting to nature and influencing more decisions to secure nature's recovery locally, regionally and nationally.

We will achieve our vision by:

- Defending wildlife and wild places
- Enabling nature's recovery: protecting the best and improving the rest
- Inspiring people and communities to care and enabling them to act
- Influencing organisations to behave in nature's interest
- Growing our resources and partnerships to be more effective and agile

We will deliver our vision through three key strategic objectives

1. Lead nature's recovery
2. Inspire people and organisations to care and mobilise them to act
3. Ensure an agile green culture and sustainable NWT



We work as part of a national movement

There are 46 local Wildlife Trusts across the whole of the UK, the Isle of Man and Alderney, all working for an environment rich in wildlife for everyone.

With 850,000 members, we are the largest UK voluntary organisation dedicated to conserving the full range of the UK's habitats and species, whether they be in the countryside, in cities, or at sea. 135,000 of our members belong to our junior branch, Wildlife Watch.

We manage 2,300 nature reserves covering more than 80,000 hectares; we stand up for wildlife; we inspire people about the natural world and we foster sustainable living.

All 46 Wildlife Trusts are members of the Royal Society of Wildlife Trusts (RSWT) which operates a separate Grants Unit administering major funds on behalf of the Big Lottery Fund and the Landfill Communities Fund.

To find out more...

www.nwt.org.uk

www.wildlifetrusts.org



Information for applicants

To apply for the position of Estates Officer, please complete the corresponding Application Form in full, and return it to me (contact details on the front of this pack) by the specified deadline.

Please note, CVs and/or covering letters will not be accepted.

If you require further information regarding any aspect of the application process, please do not hesitate to get in touch.

Thank you for your interest in Northumberland Wildlife Trust.

Job specification

Post title

Estates Officer

Location

St Nicholas Park, Gosforth, Newcastle upon Tyne

Responsible to

Estates Manager

Responsible for

Supervising staff, volunteers, contractors and suppliers

Internal relationships

- Estates team
- Inter-disciplinary staff and project teams
- Trustees
- Volunteers

External relationships

- Project partners
- External land owners and managers, as directed by the Estates Manager
- External contractors and service providers
- Press and Media in consultation with the Press Officer
- Any other stakeholders, as appropriate and agreed with the Estates Manager

Job role

- To deliver land management across NWT's range of nature reserves, on land the Trust manages and other land where directed by the Estates Manager



- To lead volunteer tasks undertaking management of sites.
- To improve site signage/interpretation/information across our land holding, in consultation with Estates Manager and other colleagues
- To work with the Estates Manager and Conservation Team colleagues to develop a program of monitoring/survey for our nature reserves
- To work with the Estates and Conservation Teams, and other staff members within NWT as appropriate, drawing on a wide range of internal expertise to develop reserve management plans
- To assist with funding applications.

Main responsibilities

- Work closely with the Estates Manager and team colleagues to deliver habitat management of NWT nature reserves
- Lead and support volunteers to carry out habitat management and improve access/interpretation, ensuring safe working and accurate data recording, also deliver ecological surveys where directed.
- Manage placement and volunteer staff as needed
- Ensure all policies and procedures associated with Health & Safety are followed.
- Ensure all other NWT policies and procedures are followed
- Ensure all activities comply with UK wildlife legislation
- Record and file survey data electronically, as per agreed methodologies
- Help to compile data on species or habitats and help deliver surveys as required to inform area work and options for biodiversity enhancement
- Where appropriate, lead/assist/co-ordinate volunteer training, working with the Trust's Volunteer Co-ordinator to incorporate this into NWT's volunteer offer.
- Liaise with suppliers to schedule and deliver materials when required
- Attend meetings on behalf of the Trust and the Estates Manager where required
- Assist the Estates Manager/ team colleagues with overseeing contractor delivery
- Contribute Roebuck articles and media releases in liaison with the marketing team
- Assist the Marketing team in keeping digital communications and social media (Facebook, Twitter, Instagram, project blog, website) up to date (contribute photographs/stories of wildlife sightings/ management activities)
- Liaise with staff members within NWT as appropriate to draw on a wide range of internal expertise
- Help record and contribute to evaluation data for project reports
- Contribute to regular reports and updates disseminated within NWT, ensuring that colleagues are kept informed of activity/plans
- Develop funding options and managing funding schemes where appropriate
- Undertake other work as required



- Share in NWT's philosophy, participate as a full member of NWT and support initiatives across the whole organisation as appropriate.

Other responsibilities

- To act as an advocate for NWT and its values
- To contribute to team responsibilities
- To attend NWT meetings as required
- To inform the development of other NWT projects as appropriate

Salary band

Scale C from £26,195 per annum

Holidays

22 days basic, plus the period between Christmas and New Year and all English bank holidays. Additional leave is awarded in stages, up to a maximum of 5 extra days.

Hours

35 hours per week, to include some evening and weekend work. NWT operates a flexitime system.

Car & travel

Pool vehicles are available for staff use. Mileage and subsistence are paid for use of own vehicle where necessary.

Contract, probation & notice

The job is offered as a 12 month contract. There is a probationary period of 6 months. A minimum of 4 weeks' notice is required from either party.

Person specification

Knowledge, skills & attributes

Essential

- Ability to network and build effective relationships with a range of partners
- Ability to travel widely throughout Northumberland, including to remote rural locations
- Use of social media and other digital communications
- Excellent verbal and written communication skills (excellent command of written English)
- Good ICT skills (fully conversant with Microsoft Office) including data handling
- A high degree of accuracy and attention to detail
- Ability to manage, prioritise and deliver multiple concurrent projects



- Ability to work independently and as part of a multi-disciplinary team
- Good presentation skills

Desirable

- Interest in and commitment to nature conservation
- Good knowledge of British wildlife identification
- GIS skills, ideally on QGIS
- Knowledge of legal issues surrounding land management

Skills & experience

Essential

- Ability to communicate with a wide range of audiences from experts to the general public
- Experience of land management for nature conservation
- Working with conservation volunteers
- Ability to manage contractors

Desirable

- Experience of drawing up funding applications
- Experience of project management
- Experience of implementing agri-environment schemes

Qualifications

Essential

- Degree or equivalent qualification in biological or conservation science
- Full current driving licence
- Chainsaw certificate
- Brush-cutter certificate

Desirable

- Industry qualifications relevant to the role (atv, tractor, 1st Aid etc.)

Personality

Essential

- Enthusiastic and friendly
- Creative
- Excellent communicator able to work effectively with a range of audiences
- Highly-motivated
- Good networker
- Flexible
- Team player



- Positive attitude to work
- Able to carry out practical tasks which are physically demanding in a remote and inhospitable environment
- Committed to the principles of the Wildlife Trust (creating a natural/wild landscape, delivering ecosystem services, engaging volunteers and the wider public, inspiring people about nature)

