



Northumberland
Wildlife Trust



State of Nature Officer

Information Pack

Contact Details:

Paula Turner (HR and Payroll Officer)
Northumberland Wildlife Trust
St Nicholas Park, Gosforth
Newcastle upon Tyne NE3 3XT
0191 284 6884
paula.turner@northwt.org.uk



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

Equality, Diversity and Inclusion (EDI) and Safeguarding:

Northumberland Wildlife Trust believes that everyone should have the opportunity to experience the joy of wildlife in their daily lives, that's why we're committed to putting equality, diversity and inclusion at the heart of our movement.

For more information, please see [Our commitment to Equality, Diversity & Inclusion \(EDI\) | The Wildlife Trusts](#)

For more information about our safeguarding commitment, please see [Safeguarding Commitment Statement](#)

Disability Confident Committed:

We aim to offer an interview to disabled people who meet the minimum criteria (e.g. Essential skills). This is to encourage positive action. It is important to note that there may be occasions where it is not practicable or appropriate to interview all disabled people that meet the minimum criteria for the job. For example, if there are a high volume of applications. In these circumstances the employer could select the disabled candidates who best meet the minimum criteria for the job rather than all of those that meet the minimum criteria, as they would do for non-disabled applicants.



State of Nature Officer

The UK [State of Nature Report](#) is now in its fourth iteration. The report provides a comprehensive, up-to-date assessment of nature conservation across the UK and its territories. It serves to understand how nature is faring, pinpoint the causes of decline, and assess the effectiveness of conservation effort. The findings of the report have helped to inform the public, policymakers and stakeholders.

Developing a Northumberland State of Nature report will allow us to identify what is happening to wildlife in our region (Newcastle, North Tyneside & Northumberland). It will quantify what we have lost in recent history (c. last 50 years) and what remains most threatened. It should also recognise the positive trends where they exist, and how these might tie into range expansion in the face of climate change.

We, and others, will then be able to use the information from this report to:

- Prioritise our conservation efforts based on evidence.
- Identify opportunities to support climate resilience of habitats and species.
- Inform local and regional policies, including the North of Tyne Local Nature Recovery Strategy.
- Identify knowledge gaps, where we can focus future monitoring and research.
- Use the report to inform conversations with other stakeholders

The report should also serve as a baseline from which to measure future biodiversity trends and changes, and it is our intention to release repeat reports at regular intervals to continue to assess trends and impacts.

Information for applicants

To apply for the position of State of Nature Officer, please complete the corresponding Application Form in full, and return it to paula.turner@northwt.org.uk 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

State of Nature Officer

Location

Hybrid with office space at NWT Offices in St Nicholas Park, Gosforth, with additional workspace at Hauxley Wildlife Discovery Centre and other sites where available. Home working arrangements to be agreed with line manager.

Responsible to

Nature Recovery Manager

Responsible for

- NWT Volunteers
- Suppliers

Internal relationships

- NWT Staff
- NWT Volunteers

External relationships

- Local Environmental Records Centre
- Local natural history organisations and experts.
- Other Wildlife Trusts
- Any other stakeholder as appropriate

Job role

Work with relevant colleagues from across the organisation to produce a State of Nature Report for Northumberland, Newcastle and North Tyneside. Work with the communications team to disseminate the report to stakeholders and the public. Assess the available data to identify gaps in recording that could be improved before the next iteration.

Main responsibilities

- Source data and ensure that it is suitability cleaned and prepared, work with local ecological experts to sense check data and remove anomalies.
- Seek out other datasets that could contribute to a State of Nature Report
- Work with Yorkshire Wildlife Trust to analyse data to be used in state of nature report.
- Lead on the production of a State of Nature report, covering Newcastle, North Tyneside and Northumberland to be used to engage with stakeholders, funders and the public.



- Lead on the production of an online interactive tool to showcase the findings of the State of Nature report in a way that is user-friendly and accessible to a wide audience. This could be an ArcGIS storymap or other appropriate format but needs to be able to be adapted by NWT to accommodate data from future reports.
- Lead on the production of a technical report to sit alongside the State of Nature report, explaining data sources & analytical methods. This should recognise any challenges or assumptions and make recommendations on actions to take to improve the accuracy of future reports.
- Work with local and national records centres, e.g. ERIC North East and the NBN, to facilitate high quality data sharing between the organisations.

Other responsibilities

- Work with other Data Officers on a range of data related tasks and in the collective data management of the Trust
- Undertake any other tasks that the Trust may reasonably require.
- Support other initiatives across the Trust as appropriate.

Salary band

Scale C starting on C1 £26981 per annum fulltime.

Contribution to personal pension

A further 5% is payable into the Trust's Stakeholder Pension scheme after three months, conditional on the employee contributing at least 5% of salary.

Holidays

22 days basic and all English bank holidays are given (pro rata), plus the period between Christmas and New Year. After 3 years continuous employment with us, you will be entitled to 1 extra day holiday entitlement: followed by a further 2 days after 4 years continuous service and a final 2 days after 5 years continuous service, making a maximum of 5 extra days.

Hours

This role is currently offered at 35hrs per week (full time). NWT operates a flexitime system.

Car & travel

A full UK driving licence is not required for this role. There is likely to be some travel to other NWT offices and external venues required as part of the role.

Contract, probation & notice

This role is offered on a fixed term contract until October 2027. 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

- Excellent written and verbal communication skills.
- Excellent report writing skills.
- Excellent IT skills.
- Data management skills.
- Data analysis skills.
- Working knowledge of nature conservation in the UK.
- The ability to communicate technical information to individuals lacking technical ability.
- The ability to produce engaging maps for public audiences.
- Excellent attention to detail and record keeping.
- Ability to work to tight deadlines

Desirable

- Knowledge of external sources of data relevant to nature conservation.
- Working knowledge of R or python programming language.
- Excellent GIS skills including the Esri suite of programs e.g. ArcGIS, Field Maps and Survey123.
- Good ecological knowledge.

Experience

Essential

- Experience of managing large amounts of data for monitoring & reporting.
- Experience of analysing large amounts of data.
- Experience of writing technical and public facing reports.
- Experience of project management.

Desirable

- Experience of digitising historical data.

Qualifications

Essential

- A degree or equivalent in a relevant discipline, or substantial experience in a similar role.

Desirable

- Membership of relevant professional body.



Personality

Essential

- Personable and friendly, good at developing relationships.
- Excellent communicator.
- Ability to work well on own initiative, but also a team player.
- High level of self-discipline and motivation.
- Well-organised.

