



Northumberland
Wildlife Trust



Red Squirrel Recovery Network Project Officer Information Pack



Contact Details:

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Who we are...

The Red Squirrel Recovery Network (RSRN) is a new programme which aims to build on conservation efforts of the last 20 years and lay the foundations for species recovery by working with volunteers, agencies and communities to protect the red squirrel in northern England and southern Scotland. It is led by a partnership of conservation organisations, with support from leading red squirrel conservation agencies and the network of volunteer-led squirrel groups.

The RSRN is a shared ambition for red squirrels in Northern England and Southern Scotland and which is funded by the National Lottery Heritage Fund.

About the host organisations:

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 charity, supported by membership, donations, local businesses and charitable trust grants. 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 work as part of a national movement

Northumberland, Cumbria and Lancashire Wildlife Trusts are part of The Wildlife Trust movement in the UK. 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. Together, The Wildlife Trusts are supported by 850,000 members, and 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. |

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 0.pdf \(wildlifetrusts.org\)](#)

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.

Job title

Red Squirrel Recovery Network Project Officer.

Information for applicants

To apply for the position of **RSRN Project Officer**, please complete the corresponding Application Form in full, and return it to me (paula.turner@northwt.org.uk) by **9am on Monday the 27th July 2026**.

Interviews will take place in person on Friday the 7th August at the NWT Gosforth Office, Newcastle upon Tyne NE3 3XT.

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. For specific questions on the role please contact the RSRN project (RSRN@northwt.org.uk).

Thank you for your interest in Northumberland Wildlife Trust.



Job specification

Post title

Red Squirrel Recovery Network Project Officer

Location

NWT offices in St Nicholas Park, Gosforth or Stocksfield and remote working

Responsible to

RSRN Programme Manager

Responsible for

- Volunteers
- RSRN Project Assistant (early career role) (subject to interest area)
- Grey squirrel rangers
- Grey squirrel control contractors

Internal relationships

- RSRN project team
- All NWT staff
- NWT Trustees

External relationships

- RSRN project partners and project staff employed in partner organisations
- RSRN Partnership Board and Project Advisory Group
- Northern Red Squirrels community volunteer groups
- Individual landowners and landowner groups
- Forestry Commission Woodland officers and Wildlife Rangers
- Researchers with scientific and academic institutions (e.g. universities, APHA etc.)

Job role

The Red Squirrel Recovery Network Project Officer will support red squirrel conservation by building strong relationships with volunteers, landowners, woodland owners, partners and stakeholders. The role will provide advice on red squirrel conservation and grey squirrel management, help groups access land and secure funding, oversee conservation planning and delivery, and work with colleagues to increase red squirrel populations on NWT sites while sharing learning across the partnership.

Main responsibilities

- Manage conservation delivery contracts, contractors, work plans and monitoring.
- Engage with a wide variety of stakeholders including volunteer groups, landowners and organisations.



- Act as the main contact for local squirrel groups and volunteers in Northumberland, providing advice, supporting stakeholder relationships and signposting to other areas of the RSRN project where needed.
- Represent the RSRN programme and be an advocate for red squirrel conservation including delivering talks to the public and liaising with landowners and other stakeholders.
- Draw up landowner conservation strategies and management plans for red squirrels.
- Manage environmental grant contracts end-to-end, including claims, reporting, data records, mapping, delivery coordination and invoicing, while recruiting landowners, supporting land managers with grant applications, and compiling progress reports for landowners and funders.
- Organise and supervise volunteer activities and tasks (e.g. surveys)
- Deliver training (e.g. engagement and squirrel management)
- Conduct woodland surveys (vegetation & squirrel) and manage the delivery of the annual spring survey.
- Work with the RSRN Data Officer to maintain GIS map-based and data management systems.
- Work closely with the RSRN Northumberland Community Engagement Officer to plan and deliver activities that increase engagement with red squirrels and strengthen connection to nature, including outreach through social media, presentations, talks and events.
- Work closely with RSRN Project Officers in Cumbria, Merseyside and Southern Scotland to co-ordinate activities, learn from each other and share best practice
- May manage the RSRN Project Assistant early-career post, supporting their skills, confidence and experience to help them progress in the conservation sector. (Line management will sit with either the Project Officer or Community Engagement Officer, depending on the Project Assistant's Personal Development Plan.)
- Support project communications including writing media releases, news items and social media content (in line with the RSRN Communications Plan)
- Prioritise equality and inclusion and work with the RSRN team and volunteers to diversify the range of people that are participating in red squirrel conservation and connecting to nature via red squirrels.
- Complete risk assessments and ensure health and safety procedures are met.
- Order resources, equipment and materials as needed.
- Contribute to Project Advisory Group, RSRN management team, partnership board and funder reports as needed.

Other responsibilities

- To act as an advocate for NWT and RSRN and its values



- Attend all necessary NWT and partner staff, departmental and supervisory meetings.

Salary band

Scale C per annum –£26,981 - £30,339.

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 3 day 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

The post is full time (35 hours/week). This is normally Monday to Friday, but occasional evening and weekend work may be required

Car & travel

Full Driving licence is essential. Fleet vehicles are available (a manual licence is required) and access to own transport required, for which mileage is reimbursed.

Contract, probation & notice

The job is offered until 31/03/2030. There is a probationary period of 6 months. A minimum of 4 weeks' notice is required from either party.

Person specification

Knowledge & attributes

Essential

- Knowledge of and commitment to good practice in working with volunteers
- Knowledge of the issues and barriers to volunteering (particularly in rural communities) and potential solutions
- Proven ability to network and build effective relationships with a range of stakeholders from different backgrounds
- Ability to occasionally travel widely throughout northern England, including planned travel to remote rural locations at unsocial hours
- Excellent levels of written and spoken English including experience of producing concise, engaging and focused reports, presentations, recommendations and/or grant applications



- Good working ICT knowledge including use of Microsoft Office suite
- Competence with GIS mapping systems
- Understanding of the principles of red squirrel conservation and willing to promote and support all aspects (including control of non-native species)

Desirable

- Detailed technical understanding of red squirrel conservation in the UK
- Experience with working with conservation volunteers and community groups
- Used QGIS and/or ArcGIS
- Understanding of the pathways to nature connectedness and the importance of increasing connection to nature for everyone

Skills & experience

Essential

- Experience of working on funded projects and writing reports or providing monitoring information for funders
- Experience working with land managers, contractors and community/volunteer groups
- Experience of managing contracts, work planning and delivery
- Experience of delivering community events, talks and training
- Previous experience of advising landowners on conservation issues/practice
- Previous experience of project and financial reporting
- Demonstrable experience of project management, collation and analysis of data and production of accessible reports.

Desirable

- Previous experience of red squirrel conservation activities (e.g. survey techniques, grey squirrel control, identification)
- Familiarity with and experience of applying for government-funded land management/stewardship grants
- Experience of drawing up conservation strategies or management plans
- Experience of partnership working across practice-based or research institutions
- Familiarity with deer and squirrel impact assessments (obligation for some grants)

Qualifications

Essential

- Full current driving licence and confidence to drive a variety of vehicles (please note a manual licence is required to drive fleet vehicles).



Desirable

- INNS or grey squirrel management qualification.
- Conservation or rural land management qualification.

Personality

Essential

- Excellent communicator able to work effectively with a range of audiences
- Excellent team player
- Good networker
- Flexible
- Ability to work independently and as part of a team
- Be self-motivated, a good organiser and skilled at delivering within agreed timescales
- Positive attitude to work focused on solutions and making things happen

