



Northumberland
Wildlife Trust



Data & Evidence Manager

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

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.



Data & Evidence Manager

Northumberland Wildlife Trust is the largest environmental charity in the North East and punches above its weight in the influence it exerts. We are committed to evidence-based decision-making and to backing up anecdotal evidence with demonstrable facts and insights, so we can better understand our impact and communicate compelling reasons to support our work. This role will sit at the point where conservation delivery, organisational effectiveness and digital transformation meet, helping the Trust make better use of data and evidence to support nature recovery, improve impact measurement, strengthen decision-making and modernise core systems and processes.

As Northumberland Wildlife Trust develops its next organisational strategy, this role will help ensure that our ambitions are underpinned by clear data, meaningful measures of success, and the systems and insight needed to track progress over time. The postholder will play a key role in bringing people, processes and technology together, making sure teams have the confidence, tools, workflows and shared standards they need to use data well and demonstrate the Trust's impact.

Following significant organisational growth over the last five years, we also recognise the need to manage data strategically and to better connect our systems, processes and information flows to improve operational efficiency. The role will provide strategic direction and data oversight across departments to support impact measurement, process efficiency, digital policies and compliance, ensuring these areas actively support the development and delivery of Northumberland Wildlife Trust's new strategy.

It will also strengthen integration with wider Wildlife Trusts and RSWT systems and initiatives, including shared federation priorities such as the Evidence Emergency, the Evidence Centre of Excellence, common approaches to monitoring and impact, responsible use of AI and automation, and emerging shared data service developments. You will be part of transforming organisational culture, 'from good to great'.

Information for applicants

To apply for the position of Data & Evidence Manager, please complete the corresponding Application Form in full, and return it to me, Paula Turner (contact details on the front of this pack) by the specified deadline.

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

The deadline for applications is **09:00 on Monday 19th October 2026**, and we expect interviews to take place on 05 or 06 November 2026. We will endeavour to



contact all applicants as soon as possible to inform them of the status of their application.

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

Data & Evidence Manager

Location

St Nicholas Park, Gosforth, NE3 3XT and home-working (hybrid)

Responsible to

Deputy CEO

Responsible for

- N/A but the grade encompasses scope for future line management responsibility.

Internal relationships

- Central Services team
- Resident IT consultant (who currently manages hardware, data storage, networks and cyber security)
- Interdisciplinary and project teams
- Volunteers
- SMT team

External relationships

- Royal Society Wildlife Trusts and Regional Wildlife Trusts
- Partner organisations
- Record centres, academic institutions

Job role

As the Trust seeks to enhance our impact on tackling the twin ecological and climate crises, robust data is essential to provide evidence and inform decision-making for our nature recovery activities across the North East. In the context of the Wildlife Trusts' Evidence Emergency work, this role will help strengthen how we collect, manage, analyse and use evidence to demonstrate impact, inform decisions and support nature recovery at scale.



The postholder will develop a strategic data management system, support the design and delivery of research-related projects, and optimise the use of emerging technologies around mobile data collection, AI, automation and remote sensing tools.

A key early priority will be to support the development of Northumberland Wildlife Trust's new strategy by helping define the evidence, data, baselines and indicators needed to understand progress, demonstrate impact and make informed choices about future priorities.

Another major function of this role is to make sure people, processes and technology work together effectively through robust data management. The postholder will work with teams to understand how information is created, stored, shared and used; identify gaps or duplication; and improve workflows, systems and standards so staff can spend less time wrestling with processes and more time using evidence to deliver and demonstrate impact.

The role will also act as an important local link into wider Wildlife Trusts learning, ensuring Northumberland Wildlife Trust can both contribute to and benefit from federation-wide work on evidence, data standards, shared systems, insight, digital skills and responsible innovation.

This is also a staff-enabling role. The postholder will support colleagues across the Trust to build confidence in using and managing data, digital tools and evidence, helping teams turn information into insight, improve the quality and consistency of reporting, and embed practical changes into everyday ways of working.

Current systems used:

ArcGIS Pro/ ArcGIS Online
QGIS
DroneDeploy
CRM (ThankQ customised to TWT)
XLedger finance
Breathe HR
Better Impact volunteers
SmartLog H & S
Microsoft Office
Stripe, Square, Eventbrite as retail systems

Main responsibilities

Data Strategy & Planning

- Audit current capabilities, risks and opportunities.
- Develop and implement a data management strategy aligned with Northumberland Wildlife Trust's new organisational strategy and priorities for



conservation, communications, engagement, fundraising and organisational sustainability.

- Support the development of organisational KPIs, baselines and reporting approaches that enable the Trust to track progress against its new strategy and communicate impact clearly to trustees, funders, partners, staff and supporters.
- Lead digital transformation initiatives to improve efficiency and sustainability, connecting local data and systems to relevant RSWT and federation-wide initiatives, including shared data service developments and the 'data lake' where appropriate.

People, Process & Impact

- Work with teams across the Trust to understand current data management processes, information flows and reporting needs, identifying where improvements would support better decision-making and impact reporting.
- Support staff to use data, evidence and digital tools confidently and consistently, providing guidance, training and practical support where needed.
- Translate organisational strategy and project delivery into clear measures, workflows and reporting approaches that help teams demonstrate outcomes and learning.
- Help embed shared management standards for data collection, storage, analysis and reporting, reducing duplication and improving trust in organisational information.
- Act as a bridge between technical systems, operational teams and senior decision-makers, ensuring technology choices are shaped by real user needs and organisational impact.

Data Protection

- Ensure compliance with GDPR and other relevant data protection regulations.
- Act as the Trust's Data Protection Officer.
- Update the GDPR policy and strategy documents.
- Conduct regular audits and staff training.

Digital Tools & Innovation

- Support and accelerate the adoption and integration of digital tools, including GIS, CRM, AI, and data analytics.
- Support responsible innovation, including the practical use of AI, automation and remote sensing where these can improve evidence, insight, efficiency or impact.
- Collaborate with teams to improve digital workflows, ensuring tools and systems are easy to use, support good-quality data collection and help staff evidence the outcomes of their work.



Infrastructure & Systems Management

- Collaborate with our IT consultant to maintain and upgrade hardware, software, networks, and cloud services.
- Ensure systems are secure, scalable, and fit for purpose.

Budgeting & Procurement

- Manage the data budget and procurement of relevant equipment and services.
- Input into fundraising bids for building data handling capacity.
- Ensure value for money and sustainability in IT investments.

Other responsibilities

- Build close links with RSWT, the Evidence Centre of Excellence and other Wildlife Trusts to maximise shared learning, strengthen the movement's evidence base and support more consistent approaches to monitoring, reporting and impact.
- Abide by Trust policies and procedures
- Support and promote the Trust's commitment to equality, diversity and inclusion.
- undertake any other tasks which the Trust may reasonably require
- Work within the Trust's policy framework

Salary band

£32,665 to £38,434.

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, plus the period between Christmas and New Year and all English bank holidays

Occasional weekend and out of hours working may be required.

Hours

Full time at 35 hours per week, NWT operates a flexitime system.

Car & travel

A full manual UK driving licence is required to carry out this role, with the confidence to drive a range of fleet vehicles.

Contract, probation & notice

This is a permanent contract and includes a probationary period of 6 months.



8 weeks' notice is required from the employee. The notice required by the Trust to terminate your employment will be 4 weeks unless it is during the probationary period in which case it will be 1 week.

Person specification

Knowledge, skills & attributes

Essential

- Ability to analyse data and translate insights into action.
- Strong knowledge of database design and management.
- Knowledge of ArcGIS or QGIS software.
- An understanding of technologies such as associated with mobile data collection, remote sensing, machine learning, AI, etc.
- Ability to manage multiple projects and priorities.
- Systems implementation experience
- Ability to automate data exchange across platforms
- Ability to connect people, process and technology to improve organisational effectiveness and impact reporting.

Desirable

- Understanding of and commitment to nature conservation.
- Knowledge of XLedger accounting system
- Knowledge of e-commerce systems
- Knowledge of the North East.

Skills & experience

Essential

- Proven experience in data management, ideally within the charity or public sector.
- Excellent computing skills, including MS Office 365, database design and programming
- Worked with SQL databases, CRM systems and GIS systems.
- Proven competence with data analysis, data manipulation and management.
- Proven experience of successful collaboration with diverse teams and cross-functional projects.
- Strong strategic thinking and planning skills.
- Excellent interpersonal, written and verbal communication skills.
- Experience of developing evidence, insight, reporting or performance frameworks that support organisational strategy, service improvement or impact measurement.



- Experience of engaging and supporting colleagues to implement improved data collection and management systems, workflows and digital confidence across teams.

Desirable

- Background in environmental, heritage, or community-focused organisations.
- Experience in business process engineering.
- Experience in project management and delivery.
- Experience in using Python or other relevant coding languages.
- Experience in leading digital transformation initiatives.

Qualifications

Essential

- Educated to degree level (or other professional qualifications) in Data Science, Information Management, Statistics, Environmental Informatics, or a related subject.

Desirable

- Full driving licence and access to transport as there will be travel to multiple sites across Northumberland, Newcastle and North Tyneside
- Relevant industry qualifications e.g. MS 365 Certified, MS Data Analyst Associate certification, Google Data Analytics certification
- Member of professional body for data analytics/data science

Personality

Essential

- A highly driven person, who will achieve targets.
- Strategic thinker with a collaborative leadership style.
- Able to see the whole picture across people, process and technology, while also being practical and detail-focused.
- Accurate, precise, decisive.
- Excellent communicator and relationship builder.
- Analytical, critical thinker.
- Creative, adaptable, and solutions-focused.
- Passionate about nature and the Trust's mission.
- Resilient and able to thrive in a dynamic environment.

