



**Leicestershire  
& Rutland**  
Wildlife Trust

## **Leicestershire and Rutland Wildlife Trust**

### **Job description: 30x30 Wildlife Recovery Partnership Officer**

<b>Purpose of post:</b>	To lead the Trust's work on creating a local nature recovery network and partnership across Leicestershire and Rutland with the collective aim of ensuring 30% of the area is managed with wildlife in mind by 2030.
<b>Employment term:</b>	The post is a new but permanent position.
<b>Hours of work:</b>	35 per week, with some flexible working to include evenings and weekends; time off in lieu is given.
<b>Salary:</b>	£23,559
<b>Leave:</b>	25 days per year plus statutory public holidays.

#### **Main responsibilities of the post:**

The primary function of the post is to encourage the most important people and organisations, landowners and potential partners such as golf courses, to engage in action and partnerships that will lead to the creation of a wilder environment across Leicestershire & Rutland as part of our 30% by 2030 campaign.

- Liaise with major landowners and managers, especially operating across the rural landscapes, on a wide range of biodiversity issues, ranging from individual species to habitats, their conservation and management, to strategically inspire landscape-scale and nature-based actions, and where possible encourage them to establish or engage with clusters and partnerships of like-minded people;
- Facilitate and promote the development and work of the emerging nature recovery partnership of major stakeholders, to enable the creation of a resilient and stable fellowship of collaboration;
- Facilitate and communicate the Trust's vision for a local nature recovery strategy and for achieving 30% of the landscape being a wilder place for wildlife by 2030;
- Organise appropriate facilitation activities, such as meetings, workshops and exhibitions tailored to the needs of specific audiences, to seek their feedback, raise concerns and offer them the opportunity to have their say on the creation of a wilder landscape by 2030;
- Prepare advisory material for publication, to educate and promote high quality nature conservation work by the participating major landowners and managers;

- Work collaboratively with partners to monitor the impact of the stakeholder development work, providing data and reporting to demonstrate impact;
- Work with the partners to develop an interactive online presence to act as an information source, increase engagement and accessibility from a diverse audience, inspire media attention and raise awareness of action for nature's recovery;
- Work with colleagues across the trust to help deliver a one-trust approach to our work, especially in terms of conservation messaging, engagement and fundraising;
- Liaise and share experiences and best-practice with similar post-holders elsewhere;
- Any other duties commensurate with the post.

## **Responsibilities and Competencies**

- Significant degree of autonomy and responsibility, sometimes without the benefit of agreed guidelines;
- Responsibility for some volunteers;
- Contributes to the management of resources for a project or discrete area of work;
- Limited range (1 – 2) of distinct responsibilities;
- Ability to undertake involved tasks of a non-routine nature utilising particular expertise, skills or knowledge;
- Required to establish and maintain relationships with people in other organisations to deal with non-routine matters (may occasionally represent the Trust on external bodies).

## **Competencies required:**

The post-holder is expected to be capable of the following discipline-specific competencies:-

- Leading activities and events to raise environmental and conservation awareness for a range of audiences;
- Providing specialist habitat or species management advice to land managers on large-scale simple or small-scale but complex projects in a landscape context;
- Monitoring the effectiveness of large-scale simple or small-scale complex projects within a landscape context;
- Providing evidence on nature conservation and wider environmental management to successfully influence Government / local government / corporate policies, plans and strategies;
- Advising on the requirements of environmental legislation, policy and guidelines;

The post-holder is expected to be capable of the following operational competencies:-

- Demonstrating high standards of professional practice, such as keeping up to date with conservation knowledge and of working ethically, individually and within teams;
- Producing risk assessments and implementing safe working procedures;
- Communicating conservation and project messages confidently, clearly and persuasively to a variety of audiences through appropriate different methods;

- Fostering partnerships through communication, engagement and working practices, with evidence of an accomplished track record;
- Working proactively across different disciplines (such as marketing and education), especially within the trust;
- Operating in compliance with recognised, organisational and legislative protocols of data management, especially meeting GDPR requirements;
- Using a variety of common and bespoke software packages, such as MSWord and QGIS;
- Delivering a good quality of work, on time and with few errors;
- Operating in ways which are environmentally efficient;
- Working to agreed aims and objectives, and of setting priorities but also working flexibly and in response to change;
- Showing good understanding of and meeting the needs of the public, partner and stakeholders within the project;
- Demonstrating good leadership and motivation skills with staff and volunteers, with a positive, collaborative, supportive approach to delivering their role and being committed to supporting the trust's values and focus on equality, diversity and inclusivity.

## **KEY TERMS AND CONDITIONS OF EMPLOYMENT**

<b>Employer:</b>	Leicestershire and Rutland Wildlife Trust
<b>Place of work:</b>	The Trust's Central Office, currently at The Old Mill, 9 Soar Lane, Leicester. The office is a no smoking area.
<b>Salary:</b>	<b>£23,559</b>
<b>Length of contract:</b>	The post is a permanent position
<b>Hours of work:</b>	35 per week Flexible working will be required to include occasional evenings and weekends. Payment for overtime worked in excess of the standard working week is not available, but time off in lieu may be taken by prior arrangement with line managers.
<b>Leave:</b>	Annual leave entitlement is 25 days plus statutory public holidays per annum.
<b>Pension:</b>	The Trust operates an Auto-enrolment Pension Scheme and pays an employer contribution of up to 7% of gross salary contingent on a 50% matching contribution from the employee.
<b>Death in Service:</b>	Death in service cover is provided at three times annual salary
<b>Training:</b>	A training budget is allocated to this post and on-the-job training will be given.
<b>Travel:</b>	Trust vehicles will be used, if available, otherwise the standard Trust mileage rate will be payable for the business use of the post-holder's private car, or reimbursement for public transport expenses.

- Probation period:** A probationary period of six months applies, during which new employees are expected to demonstrate their suitability for the post.
- Equal opportunities:** The Trust's Equality and Diversity Policy is available on request. The requirements for outdoor work in areas with access difficulties should be borne in mind by applicants.
- Environmental policy:** The post-holder will be expected to carry out their job responsibilities in an environmentally-aware manner, ensuring as little damage to the environment as possible. LRWT aim to ensure all resources are utilised effectively and efficiently. The post-holder will be expected to apply 'sound value for money' principles in undertaking purchasing or supply of goods and services.