



Cheshire
Wildlife Trust
1962 – 2022

**Let's bring wildlife back together -
for everyone, everywhere**





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Purpose and impact of the role

We have reached a tipping point. Wildlife is in freefall both locally and nationally and our climate is in crisis. By 2030 we must see nature recovering, wildlife returning and ecosystems restored and we need many, many more people on nature's side.

Cheshire Wildlife Trust is a fast-growing environmental charity which is part of the UK-wide federation of Wildlife Trusts. With the local support of over 17,500 members and almost 1 million members nationally, you will be a part of a dynamic organisation which is at the forefront of bringing wildlife back. Your role will help achieve our 2030 goals to put nature into recovery, mobilise at least 1 in 4 people to be on nature's side and ensure that the environment plays a full role in addressing the climate crisis. In short, we need to create a [Wilder Cheshire](#).

Your role sits within the Nature Recovery and Operations Directorate. The main purpose of the department is to address the climate and ecological crises locally by creating a nature recovery network that secures at least 30% of land and sea for wildlife by 2030.



The specific purpose of this position is:

To lead the delivery of the 'Coastlives' workstream, an estuary wildlife focussed programme of volunteering, training and learning activities. You will work with local communities, partners and volunteers to connect people with nature and improve the natural heritage of the Dee Estuary including offering opportunities for lifelong learning.

You can read about the project by downloading the project information sheet found in the downloads area of the job advert.



Main duties and responsibilities

Overview

Title: Our Dee Estuary
Conservation & Volunteering
Officer

Team: Nature Recovery

Responsible to: Our Dee
Estuary Project Manager

Term: Temporary contract
ending February 2025

Salary range: £22,504–£28,758

Hours: Full-time/35 hrs per
week

- Lead on the delivery of conservation volunteering and citizen science activities for the Our Dee Estuary project, liaising effectively with the project team, Conservation Group and wider
- Lead on the estuary-wide approach to volunteering, including the recruitment, training and retention of volunteers, building relationships with partners and existing groups and networks in the area, with a particular focus on priority and underserved audiences.
- Lead work to make our volunteering offer more accessible and inclusive, feeding into legacy planning and sharing learning with partners.
- Lead on the Our Dee Estuary Training Programme, upskilling teachers to deliver estuary focused educational activities.
- Support the Project Manager in the coordination of the Conservation and Water Environment Groups.
- Liaise with the Communications and Campaigns Officer to ensure project communications are effective and reaching the right audiences, particularly in terms of volunteer recruitment and the Coastlives workstream.
- Undertake coastal species surveys and coastal practical habitat conservation work on sites with volunteers.
- Deliver and lead coastal wildlife events to engage communities in coastal wildlife.

Main duties and responsibilities continued...

- Lead on the monitoring and evaluation work for the Coastlives workstream, working closely with the monitoring and evaluation consultant and engaging actively with the Monitoring and Evaluation Group.
- Be an enthusiastic ambassador for the Our Dee Estuary project, partnership and the Dee Estuary.
- Support the Project Manager as required.



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General responsibilities:

- No direct responsibility for others but may provide some supervision to trainees and volunteers.
- Reports to either a Team Leader or Programme Manager and is responsible for delivering a defined work programme that contributes to the overall outcomes of the department.
- Accountable for the day to day monitoring of project and contract budgets and/or other income streams of up to £50k.
- Required to comply with the Health & Safety at Work Act, General Data Protection Regulations, fundraising regulations and CWT policies and procedures.
- Responsible for following safe operating procedures to keep yourself safe at work and for ensuring that delivery of your work programme is safe and lawful.

Person specification

Knowledge and experience

Ideally you will have at least 2 years relevant experience or at least a Level 3* qualification or be an associate of a professional body within one or more of the following fields: Environmental Science/ Countryside Management

In addition you will need to demonstrate knowledge and/or experience of the following:

- Practical, hands-on experience of managing a wide variety of habitats
- Experience of a variety of species surveying techniques.
- Experience of using a wide range of hand tools and machinery for habitat management
- Coastal wildlife identification skills
- Working with communities and volunteers
- Understanding of the principles of community engagement

*You can check whether a qualification you hold is at the right level [here](#).



Skills

Cheshire Wildlife Trust maps the competencies required for each role against the Chartered Institute of Ecology and Environmental Management's competency framework. The full framework can be viewed [here](#).

The framework is comprised of a set of technical and transferrable competencies with four skill levels for each (basic, capable, accomplished and authoritative).

The competencies required for your role are shown in the table below:

Technical

- E1 - 4 Capable education & knowledge exchange
- M1 - M3 Capable environmental management
- S1 - S4 Basic surveying
- SM1 - SM3 Basic scientific method

Skills continued...

Transferable

- You can demonstrate good professional conduct, appropriate behaviours and set an example to others. You are able to demonstrate that you take responsibility for own learning and development.
- You are able to follow risk assessments and identify safe working practices for yourself and others. Able to promote a positive culture amongst team members of wellbeing and H&S awareness and compliance with organisational policy and practice.
- Able, with support, to produce clear, concise, factual and accurate written communications using a good standard of English and adapt to suit different audiences. You will be able to communicate appropriately with different audiences when required to do so.
- Demonstrate an awareness of the importance of identifying and engaging with relevant stakeholders, and developing suitable partnership and does so under supervision. Able to plan and implement consultation activities under guidance.
- Able to demonstrate an awareness of effective data management, data sharing and security. Able to demonstrate an understanding of and ability to use a range of common software packages to record, manage and present data and other information.
- Able to demonstrate a basic understanding of the processes and systems needed to manage projects effectively and supports project manager(s) by undertaking supervised tasks. May have contributed to successful project fundraising activity.



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Personal qualities

We expect all who work for Cheshire Wildlife Trust to demonstrate the following personal qualities:

- Be passionate about securing a future for local wildlife on land and sea
- Be someone who leads by example and makes decisions based on evidence
- Be proactive, professional and pioneering in your everyday work
- Make sustainable choices
- Be able to work both alone and as part of a team
- Be flexible, practical and well organised
- Be friendly and approachable
- Have the means to travel to our headquarters as and when required. Must have a valid, clean UK driving licence.

In addition, this role requires

- A good level of fitness and mobility and an ability to spend full days outside, sometimes on difficult terrain and in all weather conditions



Benefits and rewards

We are a small and friendly organisation employing around 60 staff supported by a network of delivery partners, volunteers and trainees. The people who work for Cheshire Wildlife Trust are passionate about the natural environment and local wildlife conservation. We have a highly motivated and committed team who are driven to succeed and we believe that our staff thrive best in a culture of creative freedom within a strategic framework. Many staff are involved in Cheshire Wildlife Trust's activities outside of their duties such as occasional volunteering to help with a wildlife survey or helping run a weekend/evening event.

At Cheshire Wildlife Trust we embrace agile working with a focus on supporting you to achieve your objectives alongside a healthy work-life balance. We operate a hybrid working policy with most staff working at least part of the week from home and/or out on site.

Our headquarters at Bickley Hall Farm (SY14 8EF) are set in the beautiful Cheshire countryside on a working farm managed by Cheshire Wildlife Trust. The farmhouse provides our main office space with fantastic views and the opportunity to walk around the farm in your free time. Depending on your role you may also have the flexibility to work from one of our satellite offices or use a hot desk hosted by a partner organisation.



Our full terms and conditions of employment are set out in your employment contract, staff handbook and benefits and remuneration handbook which will be issued to you at the start of your employment. A summary is included below:

Future planning

- Group Personal Pension Scheme with contributions matched up to 7.5%
- Life Insurance cover of 3x salary

Career progression

- All new employees undertake a probationary period of 6 months, in which time they are expected to demonstrate their suitability for the post
- Career progression framework and paid job-related training
- Salaries externally and internally benchmarked

Annual leave

- Starting full-time allowance of 22 days plus 3 days at Christmas and all public holidays. One additional day is awarded after year 1,2,3,5,10 and 15 (pro-rated for part-time workers).

- Salary sacrifice scheme with the option to purchase up to an additional 5 days annual leave per annum (available from the April after your start date and pro-rated for part-time workers).
- Sabbatical policy being introduced during 2022
- Time off in lieu available for out of hours working

Employee health support

- Employee Assistance Programme
- Access to a mental health first aider
- Eye tests paid for and paid time off for medical appointments

Parents and carers support

- Parental and compassionate leave policies in place

Travel

- Business mileage paid in accordance with our travel and expenses policy and if necessary, access to a Cheshire Wildlife Trust vehicle.
- A salary sacrifice bike to work and electric/hybrid car scheme is being introduced in 2022.



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Other perks and culture

- We are committed to ensuring we reflect and represent all parts of society by improving access to jobs and training opportunities for groups currently under represented in our sector. Read more about [our commitment to Equality, Diversity & Inclusion here.](#)
- Annual staff away days
- Subsidised Christmas meal
- Dog friendly office available
- Access to charity worker discounts including Cotswold Outdoor
- A dress for the day culture
- Relevant professional membership fees paid

How to apply



To apply for the position please send a copy of your CV as well as a covering letter and a Welsh language ability form to Emma Raine, jobs@cheshirewt.org.uk

Your CV should include details of your most recent employer. Your covering letter should explain in no more than two sides of A4 which role you are applying for and what skills and knowledge you have that you make you the right person for this role.

Closing date for this role is midnight on Sunday 23rd October and we plan to hold interviews on Thursday 3rd November. Please be aware that the successful applicant will undergo a basic DBS check.

