



**Cheshire**  
Wildlife Trust

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





# Contents

- Purpose and impact of the role... p3
- Main duties and responsibilities... p5
- Person specification.... p7
- Benefits and rewards... p9
- How to apply... p12

# 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](#).

This 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 role of Nature Recovery Team Trainee is an entry level trainee position aimed at those at the start of their career.



### The specific purpose of this position is to:

- Assist with the delivery of a broad range of conservation land management tasks to a very high standard on Cheshire Wildlife Trust owned nature reserves and third party owned land.
- Assist with the delivery of a number of Nature Recovery Team projects and contracts
- Assist with the collection of survey & monitoring data



# Main duties and responsibilities

## Overview

**Title:** Nature Recovery Trainee

**Team:** Nature Recovery

**Responsible to:** Nature Recovery Programme Manager

**Term:** Fixed term - 12 months

**Salary:** Rank 7 (£19,838 - £20,836)

**Hours:** Full-time/35 hrs per week.

**Location:** Split between Lower Nabbs Farm , SK11 0BB and Bickley Hall Farm, SY14 8EF

- Support the wider Nature Recovery Team in carrying out practical conservation tasks on Cheshire Wildlife Trust owned nature reserves and third party owned land such as: scrub control, Fencing, path improvements, ditch clearance, hedge laying and invasive species control
- Assist with Cheshire Wildlife Trusts Pollinating Cheshire project which involves restoring wildflower meadows across Cheshire.
- Assist with the day to day running of the tree & wildflower nursery at The Cheshire Wildlife Trust's base, Bickley Hall Farm including: seed sowing, potting on, record keeping, deliveries
- Assist with collecting data on Cheshire Wildlife Trust owned nature reserves and third party owned land to inform future management interventions on Cheshire Wildlife Trust nature reserves and third party owned land
- Assist the Nature Recovery Team with tree planting and woodland creation projects
- Assist in preparing for and delivering events and activities
- Assisting with and ultimately running practical volunteer work parties.
- Assisting with tree safety surveys and Site access surveys
- Assisting in the creation of social media content
- Assisting in the production of marketing materials and leaflets



### Strategy, delivery and managerial responsibility:

- No responsibility for others. Working under direct supervision of a rank 4 or above employee, carrying out duties within a clearly defined range.

### Financial responsibility:

- No direct accountability for finance, equipment or material.

### Legal Responsibility:

- Expected to comply with the limits and authorities set out in CWT's Financial and General Schemes of Delegation.
- Required to comply with the Health & Safety at Work Act, General Data Protection Regulations, fundraising regulations and CWT policies and procedures.
- Required to work within the limits set out in your individual competency record and to undergo competency based training as required.
- Responsible for following safe operating procedures to keep yourself safe at work and complying with instructions.

### Relationships:

- Expected to be an ambassador for Cheshire Wildlife Trust responsible for upholding the Trust's reputation, image and level of service.
- Expected to promote membership at all available opportunities and engage positively with potential and current supporters.
- Your day to day contacts will be with other members of your team.
- You may from time to time be required to work with other teams.



# Person specification

## Knowledge and experience

0-2 years relevant experience or a Level 2\* qualification or be student or a qualifying associate of a professional body within one or more of the following fields: Environmental Science/ Countryside Management

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

## 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 and workplaces as and when required.

In addition this role requires the following:

- Full driving licence in order to drive fleet vehicles



## 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). For your particular role you will be expected to be accomplished in one or more transferrable skill areas. The competencies required for your role are shown in the table below:

Technical		Basic	Capable	Accomplished
M4 - M6	Environmental Management	Working towards		
S1 - S4	Surveying	Working towards		

## Transferrable skills

- You will be able to demonstrate a personal commitment to professional standards and personal development
- You will be able to demonstrate awareness of relevant H&S legislation, and organisational H&S policy and procedures. You take personal responsibility for your own H&S and wellbeing implementing safe working practices.



# 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.



Cheshire  
Wildlife Trust



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.
- A personal development plan and paid job-related training.
- A salary and career progression framework with clear criteria.
- Salaries are externally and internally benchmarked.
- Professional membership fees are paid.

### Annual leave

- Starting full-time allowance of 33 days including 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).
- 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 scheme.

### 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
- Discount from Cotswold Outdoor
- A dress for the day culture
- Access to charity worker discounts including Cotswold Outdoor
- Relevant professional membership fees paid
- Salary sacrifice schemes for technology e.g personal laptops/TV's



## How to apply

To apply for the position please send a copy of your CV as well as a covering letter in PDF format to Emma raine, [jobs@cheshirewt.org.uk](mailto:jobs@cheshirewt.org.uk)

Your covering letter should explain in no more than one side of A4 what skills and knowledge you have that you make you the right person for this role.

Closing date for this role is midnight on midnight Sunday 10th March, interviews will be held on Tuesday 19th March.

