



**Cheshire**  
Wildlife Trust

**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](#).

This role sits within the Fundraising and Engagement Directorate. The main purpose of the department is to achieve our strategic engagement goals and grow our voluntary income by igniting people's passion for and connection with nature.

This position is part of the Wilder Engagement team responsible for facilitating and supporting individuals and communities to make meaningful changes for nature's recovery. This leads to more people (champions) influencing each other to take sustained collective action for nature and climate.

The role of Wilder Lives Officer is a Technical Officer level position where the main purpose is to deliver agreed objectives that contribute to achieving a specific strategic goal.



### The specific purpose of this position is:

- To develop and deliver support and capacity-building activities for Team Wilder champions to help mobilise their communities and groups to take action for nature.
- To develop and deliver effective ways for champions to share their experiences and successes to inspire more action for nature.

# Main duties and responsibilities

## Overview

**Title:** Wilder lives Officer

**Team:** Wilder Engagement

**Responsible to:** Wilder Lives Manager

**Term:** Permanent

**Salary:** Rank 6 (£22,573 - £25,848)

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

**Location:** Bickley Hall Farm, Malpas, SY14 8EF

- Support and grow the champions network, ultimately leading to the creation of self-sustaining peer-peer networks.
- Identify and build relationships with potential champions from a variety of backgrounds.
- Create and deliver events, training activities and materials (such as talks, webinars, videos, guides) to support champions to lead others to take action for nature.
- Collaborate with existing champions, other organisations and Wildlife Trusts to source and share training and resources.
- Deliver networking events and digital communications to amplify champion successes and stories to inspire others.
- Plan, promote and deliver 'Team Wilder' events and attend third party events to grow the champion network and support our strategic objectives.
- Monitor and evaluate events and activities to ensure continual improvement, including collecting and analysing feedback from participants, event leaders and external providers.
- Work with the Senior Development Officer and Wilder Lives Manager to write funding bids to support activities.
- Respond to interest from individuals to take action and signpost them to resources or opportunities.
- Work with colleagues in the Wilder Engagement Team and Communications and Individual Giving Team to support the development of Team Wilder.



### Strategy, delivery and managerial responsibility:

- 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.

### Financial responsibility:

- Accountable for the day-to-day monitoring of project and contract budgets and/or other income streams of up to £50k.





### 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 for ensuring that delivery of your work programme is safe and lawful.

### 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.
- Required to maintain effective and close working relationships with colleagues within your own team and work with others across the organisation.
- Required to pass on and receive information from external contacts.

# Person specification

## Knowledge and experience

You will be expected to have at least 2 years relevant experience or at least a Level 3\* qualification or be qualifying associate or an associate of a professional body within the following field: Community engagement

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

- Demonstrable understanding or experience of community engagement, learning and outreach
- Understanding of equality, diversity and inclusivity and the needs of different audiences when engaging with nature
- Experience of building and developing successful relationships with individuals to achieve business objectives
- Experience of consulting with individuals to design programmes/projects
- Designing, delivering or organising appropriate training to meet specific needs
- Designing and producing materials (e.g. toolkits) to support people to take action independently.
- Techniques to mobilise and inspire individuals, ideally relating to the natural world
- Working collaboratively within a team and with others to develop and deliver projects

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







## Transferrable skills

- You demonstrate good professional conduct, appropriate behaviours and set an example to others
- You take personal responsibility for your own H&S and wellbeing implementing safe working practices
- You communicate information confidently and clearly in ways appropriate to the audience
- You independently produce written communication to inform and persuade others
- You are skilled at maintaining good relationships with partners and stakeholders
- You plan and implement straightforward consultation/community listening exercises
- You demonstrate an awareness of effective data management, data sharing and security
- You can use a range of common software packages to record, manage and present data and other information
- You contribute to achieving, measuring and monitoring targets. You contribute to strategic planning
- You effectively manage simple projects from concept through to completion
- You understand equal opportunities and actively support others by demonstrating inclusive behaviour.
- You set a good example to others and show leadership when required

## 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



# Benefits and rewards

We are a small and friendly organisation employing around 70 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 25 days plus 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 which role you are applying for, and what skills and knowledge you have that you make you the right person for this role.

If you have any questions about this role, please contact Kellie Barnard, [kbarnard@cheshirewt.org.uk](mailto:kbarnard@cheshirewt.org.uk)

Note that the successful applicant will be required to undergo a basic DBS check

The closing date for this role is midnight on Wednesday 8th May. Interviews for the role will be on the 14th or 15th May.



Wild About  
**Inclusion**