



**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 Nature Recovery Directorate. The main purpose of the department is to address the nature crisis locally by restoring nature at scale, strengthening the ecological network, defending nature and building the capacity of others to take positive action to achieve nature's recovery.

The role of Assistant Living Landscape Officer is an assistant level position where the main purpose is to assist with delivery within your specific work area.





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

- Assist with the management of a suite of the Trust's nature reserves and third party land. This will include all aspects of site management from communicating with graziers to coordinating volunteer days and delivering habitat management work
- Provide practical and administrative support for the wider Nature Recovery team with the delivery of project based work and/or commercial-based services to supplement the Trust's finances and build financial resilience



## Overview

**Title:** Assistant Living Landscape Officer

**Team:** Nature Recovery

**Responsible to:** Nature Recovery Programme Manager

**Term:** Permanent

**Salary:** £23,250 – £26,062  
(starting in the region of £23,250)

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

**Location:** Hybrid working with a minimum of one day per week working from our Lower Nabbs Farm Office (SK11 0BL)

# Main duties and responsibilities

- Assist with the practical delivery of a range of landscape based initiatives to help scale our work and increase our impact for wildlife throughout the region.
- Work under the direction of nature recovery team officers in delivery of habitat creation and restoration works to support the team in meeting project objectives.
- Assist with ongoing species and habitat monitoring to support the team in meeting project objectives.
- Coordinate and lead volunteer groups to assist with the practical delivery of our wider landscape work, beyond our estate
- Provide assistance with ongoing monitoring and condition assessments of nature reserves and third party owned land
- Delivery of practical habitat management according to set reserve management plans and to a consistent high standard
- Report need for and assist with delivery of essential health & safety works, in respect to tree safety and visitor access, as and when necessary
- Help to maintain good relationships with tenant graziers and neighbouring landowners where appropriate
- Work alongside Wilder Communities Officers to ensure local communities can have an integral role in the restoration of habitats on both CWT land and on third party owned land.
- Work with relevant staff to ensure that the impacts of our work are well communicated to a wide audience.
- Work with members of the Nature Recovery team, to seek external funding opportunities to support the delivery of our 2030 objectives

### 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.

### Fiscal responsibility:

- No direct accountability for finance, equipment or materials

### 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.
- 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

0-2 years relevant experience or a Level 2\* qualification or be student or a qualifying associate of a professional body within the field of ecology.

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

- Basic level botany ID skills, capable of identifying priority habitat
- A sound working knowledge of habitats, and associated priority species
- Basic level of knowledge and experience of delivering appropriate interventions for associated priority species.

Desirable experience:

- Experience of managing contracts and contractors
- Vocational qualifications such as CS30 & 31 (chainsaw use), PA1 & 6 (pesticide use) NPTC/ LANTRA certificates
- Experience of coordinating and leading volunteers

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





## Skills

You must be able to demonstrate competency in the core areas of responsibility at the level described in section 3 above.

In addition, 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
A1-A5	Environmental Assessment	x		
E1-4	Education & Knowledge Exchange	x		
M1-M3	Environmental Management	x		
M4-M6	Environmental Management	x		
S1-S4	Surveying	x		
SM1-SM3	Scientific Method	x		

## Transferable skills

- Able to demonstrate a personal commitment to professional standards and personal development.
- Able to demonstrate awareness of relevant H&S legislation, and organisational H&S policy and procedures. Takes personal responsibility for own H&S and wellbeing. Implements safe working practices.
- Able, with support, to produce clear, concise, factual and accurate written communications using a good standard of English. You will be able to communicate appropriately with different audiences when required to do so.
- Demonstrates awareness of the importance of identifying and engaging with relevant stakeholders, and developing suitable partnerships and does so under supervision. Able to plan and implement consultation activities under guidance.
- Able to demonstrate skills in methods of data management and sharing, in line with legislation and appropriate internal and external protocols. Confident in the use of a range of common and bespoke software packages and able to collect, manage and present data accurately.
- Able to demonstrate a commitment to the quality of your own work and an understanding of how your own actions contribute to the quality of work delivered by others and the achievement of team/organisation goals. Able to demonstrate that you understand CWTs vision and values and the need for environmental sustainability in the workplace and can contribute to achieving targets. Able to demonstrate an awareness of the importance of good customer service and the relevance of your own behaviour in dealing with external contacts and members of the public.
- 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.
- Understands equal opportunities and activity supports others by demonstrating inclusive behaviour. Able to 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.

In addition this role requires the following:

- A reasonable level of fitness and mobility and be able to spend large periods of time outside, in all weathers, sometimes on difficult terrain.
- A full, clean driving licence and access to your own vehicle.





# 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.



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
- 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 (HR Officer) [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.

The closing date for this role is midnight on Sunday the 3rd of August 2025.

Interviews will take place on Tuesday the 12th August at our Malpas headquarters.

Applicants must have the right to work in the UK. Sorry, we are unable to offer sponsorship for this position.

