

## NORFOLK WILDLIFE TRUST



### **The post of GIS and Data Insights Officer - Permanent**

It is an exciting time at Norfolk Wildlife Trust as we approach our centenary celebrations in 2026 and focus on delivering our new strategy, expanding our vital work for Norfolk's wildlife.

In our role as leaders for nature, the Trust is working to deliver an ambitious portfolio of activities to grow our impact and to update and future-proof our key systems, skills and processes internally. We are also actively working to align with other Trusts in the movement and partner with a range of organisations to enable greater collaboration and shared learning.

Alongside this, we are working to develop the structures, processes, technologies and training and development opportunities that we have in place to support and enable growing teams across the Trust moving forward.

To support this work, we are seeking a highly motivated and skilled GIS and Data Insights Officer with strong experience in GIS, data analysis and reporting to join our Strategy, Impact and Projects Team. We are looking for an adaptable and pragmatic individual who has a strong sense of ownership and the ability to work independently and as part in a team, in collaboration with colleagues across the Trust and with external partners.

The successful candidate will be experienced in providing expert advice, guidance and training on GIS systems and in best practice data management, analysis and reporting. They will manage and enable the delivery of data-led projects and encourage and support the exploration of new technologies to support the Trust's work. They will support the Trust in building its GIS and data gathering, analysis and reporting capabilities across a diverse range of areas such as sustainability, organisational performance, impact reporting and inspirational storytelling.

Strong relationship management skills will be required enabling the GIS and Data Insights Officer to model effective collaboration and engage successfully with internal and external stakeholders including staff, volunteers, suppliers and colleagues at RSWT and other Wildlife Trusts as well as suppliers and partners. Excellent verbal and written communication skills will be key for this role.

Knowledge of sustainability and net zero data models and calculators and the emerging developments in data models and technologies related to nature based solutions and eco-system services such as carbon calculators, BNG metrics and monitoring data is an advantage.

The GIS and Data Insights Officer will also work with the Head of Strategy and other colleagues to establish and develop data structures and mechanisms for organisational performance and impact reporting and to align with The Wildlife Trusts on impact reporting at a movement level.

This is a varied and interesting role driving and enabling the development of technical capabilities and decision support at the Trust. The successful candidate will have the opportunity to demonstrate, apply and share their skills in data analysis and their strong computer literacy to great effect in supporting the Trust to deliver and evidence its impact for nature.

The role will be based at our Norwich headquarters, Bewick House, 22 Thorpe Road (hybrid / flexible working is available) and will join a supportive team.

***A detailed job description and person specification is attached for information and to assist you with your application.***

The salary range for the post will be £30,000 to £32,000 per annum based on experience.

We offer the following benefits:

- Competitive annual leave entitlement
- 8 % employer contribution to Aviva pension (2% employee minimum)
- Group income protection and death in service benefits (for pension members)
- Employee Assistance Programme
- Enhanced maternity, paternity and adoption policies
- Learning days
- All staff are eligible for free admission to our nature reserves and visitor centres.

NWT has a hybrid working policy in place and there is an expectation of regular weekly working from Head Office, (Bewick House, Norwich) with a degree of remote and flexible working available. Core office hours are Monday to Friday, 09.00 to 17.00.

In addition, the postholder may need to be available for occasional evenings and weekend working for which reasonable time off in lieu will be granted.

Holiday entitlement is 25 days plus bank holidays. This increases by one day per year up to a maximum of 30 days.

### **Application Procedure**

Candidates should apply by sending a copy of their CV, giving details of education, qualifications and employment experience. Please also supply contact details of two referees. You should also include a statement of application outlining why you consider yourself suitable for the post and what particular experience, skills and attributes you have which will enable you to fulfil the requirements of the job. It would help the selection panel if you refer to the duties and requirements of the job description enclosed in framing your statement.

**Completed applications should be marked 'Private and Confidential' and e-mailed to [recruitment@norfolkwildlifetrust.org.uk](mailto:recruitment@norfolkwildlifetrust.org.uk).**

The closing date for receipt of applications is start of business (09.00 BST) on **Monday 12<sup>th</sup> August 2024**. Applications received after that date will not be considered. Interviews will be arranged for the week commencing **Monday 19<sup>th</sup> August 2024**.

We regret that we are unable to reply to all applicants due to the quantity of correspondence. We will only contact you if you have been selected for an interview.

If you have not heard from us by Friday 23<sup>rd</sup> August 2024 you should assume your application has not been successful on this occasion.

Thank you for your interest in the role and the work of the Trust, good luck with your application.

**Norfolk Wildlife Trust**