



NORFOLK WILDLIFE TRUST
POST: Wilder Events and Wellbeing Manager

1. The Post of Wilder Events and Wellbeing Manager

This is an exciting time for Norfolk's largest conservation charity following the launch of our new ambitious strategy, a Wilder Norfolk for All, which focuses on bringing more wildlife back to Norfolk and supporting more people to enjoy and act for nature. We want to empower 1 in 4 people to take action for nature, but to do this we need to provide opportunities for a wider diversity of people to connect with nature and experience the benefits it offers.

We are looking for someone dynamic, with an innovative approach to engagement, to lead on developing and delivering our Wilder Events programme of activities across Norfolk, engaging new and diverse audiences as well as our current members and supporters. As someone with excellent relationship management skills, you'll also lead on working with health and wellbeing organisations across Norfolk to create opportunities for people to connect with nature, supporting local green prescribing initiatives.

The post will be based at NWT HQ in Norwich (with scope for hybrid working considered). However, due to the nature of the role, the post-holder will need to travel to venues across Norfolk to oversee events taking place and will be required to work some evenings and weekends, for which time off in lieu will be earned.

The post is for 35 hours per week with normal working hours from 9.00am to 5.00pm. However part-time hours or a variation to this working pattern will be considered for the right candidate. There will be a requirement to work outside these hours on occasion to oversee events and time off in lieu will be granted for this. Annual leave starts at 25 days (which is inclusive of 3 days office closure at Christmas) paid holiday per annum in addition to statutory holidays, pro rata for part time or part year service.

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.

2. Application Procedure

Candidates should apply by sending a copy of their CV, giving full details of education, employment and experience. Please also supply 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.

The closing date for receipt of applications is 5pm on Tuesday 10 September 2024. Applications received after that date will not be considered. First interviews are likely to take place on Wednesday 2 October 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 Wednesday 25 September you should assume your application has not been successful on this occasion.

We value respect, integrity, trust and responsibility. We want our people to be as diverse as nature itself and so we particularly encourage applications from those currently under-represented within our sector, including people from minority ethnic backgrounds and people with disabilities. We welcome people of all backgrounds and levels of experience with nature, and continually strive to improve our culture and

practices. We are committed to creating a movement that recognises and truly values individual differences and identities. Please let us know if you require any adjustment processes to make our recruitment process more accessible.

Thank you for your interest in the Trust, good luck with your application.

Norfolk Wildlife Trust