



NORFOLK WILDLIFE TRUST

Nature Conservation Operations Manager – County Wide – Permanent Contract

Norfolk Wildlife Trust is entering into an exciting time as we approach our centenary celebrations in 2026 and implement our new strategy, expanding our vital work for Norfolk's wildlife.

The Nature Conservation Operations Manager will work across the full extent of NWT's land holdings, driving efficiency and best practice across our practical conservation work. A visit to our website at www.norfolkwildlifetrust.org.uk will provide more information on our impressive portfolio of nature reserves and the work of the Trust in general.

The Nature Conservation Operations Manager will be mobile much of the time and will be expected to work across north & south broadland, the woods & heaths of mid Norfolk, the Brecks, west Norfolk and coastal sites. The post's central base and office location will either be at NWT Upton Broad & Marshes Nature Reserve or NWT Foxley Wood and a vehicle will be provided.

The Nature Conservation Operations Manager will report to the Nature Conservation Support Manager and will line manage the Machinery Specialist. The post holder will work closely with the different site team leads and help to organise and support tasks being undertaken across the reserves operation including practical conservation, machinery repair and maintenance works. The post holder will provide practical assistance, guidance and advice on standard operating procedures to develop continuity across teams.

Most of the sites the post will be working on are designated as SSSI, SPA, SAC RAMSAR, NNR or Local NRs, making them subject to the highest levels of statutory protection. The post of Nature Conservation Operations Manager will provide a fantastic opportunity to work at some of the county's most important wildlife sites.

The successful candidate will have a good working knowledge of machinery operation and some engineering skills, administrative support capabilities and a strong knowledge of and interest in wildlife conservation. Good communication skills are essential, both with colleagues and members of the public, as is the ability to work in different teams across many sites. The successful candidate will need to have an aptitude to undertake practical tasks in all weathers.

NWT aim to maintain and improve their staff skill-base by providing on-going and relevant training and updates. Whilst the post holder will be expected to possess some qualifications in the use of equipment such as tractors, 360 excavators, tracked dumpers, first aid, chainsaw and brush cutter, training for skill gaps will be made available.

The salary for the post is £31,590 per annum.

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.

5 day, 37.5 hour working week. 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, detailing education, employment, relevant experience and two references. You should also send a statement outlining why you consider yourself suitable for the post and what particular skills and attributes you have which will enable you to fulfil the requirements of the job. A job description is enclosed to assist you with this. Please state where you first saw the post advertised.

Completed applications should be marked Private and Confidential and e-mailed to recruitment@norfolkwildlifetrust.org.uk.

The closing date for receipt of applications is midday on Monday 30th September 2024

Interviews are likely to take place online Monday 7th October 2024.

The successful candidate will be expected to provide proof of eligibility to work in the UK at the time of accepting the offer of employment.

We regret that we are unable to provide feedback from the application stage and if you have not heard from us by the end of October 2024 you should assume your application has not been successful on this occasion.

Thank you for your interest in this post and the work of the Trust. We wish you every success with your application.

Norfolk Wildlife Trust
September 2024