



NORFOLK WILDLIFE TRUST

Nature Conservation Operations Assistant – 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 Operations team works across the full extent of NWT's land holdings, driving efficiency and best practice across our practical conservation work. The team also lead on property and machinery maintenance on our nature reserves. 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 Assistant 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 be at NWT Upton Broad & Marshes Nature Reserve.

The Nature Conservation Operations Assistant will report to the Operations Manager and work closely with the Machinery Specialist and the different site team leads when directed by the Operations Manager. The post holder will help to organise and support tasks being undertaken across the reserves operation including practical conservation, machinery repair and maintenance works and general infrastructure maintenance. Directed by the Operations Manager, 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 Assistant 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 equipment such as tractors, 360 excavators, tracked dumpers, first aid, chainsaw and brush cutter, training for skill gaps will be made available.

The salary range for the post is £24,000 to £26,000 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.

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 Tuesday 5th March 2024

Interviews are likely to take place on Thursday 14th March 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 March 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
February 2024