



The Wildlife Trust for  
**Lancashire  
Manchester &  
North Merseyside**



# **Recruitment Pack 2025**

# About Us

We're one of 47 Wildlife Trusts spread across the UK, the Isle of Man and Alderney.

The Wildlife Trust for Lancashire, Manchester and North Merseyside (LWT) was founded in 1962 by people who knew they needed to take action for nature.

Since then we have grown to be the largest nature conservation body in the area. We are uniquely positioned to lead change in our region, working at a grass roots, local level, whilst also being part of a strong cohesive national movement.

We work to protect wild spaces, and re-introduce key species and habitats, protecting the biodiversity of our area so that nature can recover.

We work in partnership with other organisations, community groups, landowners and key decision-makers to inspire them to work with and for nature.

## At LWT we believe that:

- Wildlife has intrinsic value, bringing colour, beauty and wonder to all our lives.
- The natural environment is under immense and growing threat, where we live and across the World.
- We are part of the natural world, and wildlife is relevant to every part of our lives; everything we do has an impact on it, and the natural environment affects our health, our wealth and our state of mind.
- Everyone can make a positive contribution to wildlife and can benefit from it.

## Our mission is to:

- Enable wildlife's recovery in our area by working in partnership with others to conserve, restore, create and connect habitats and to increase species abundance; and
- Connect people with nature and help them to take action for wildlife, wherever they are.

## Our vision

is that nature is recovering on a grand scale across Lancashire, Manchester and North Merseyside, and in our sea, and that everyone is able to enjoy our increasingly abundant wildlife.

## Strategic Goals & Ambition by 2030

1. Nature is in recovery with abundant, diverse wildlife and natural processes creating wilder land and seascapes where people and nature thrive

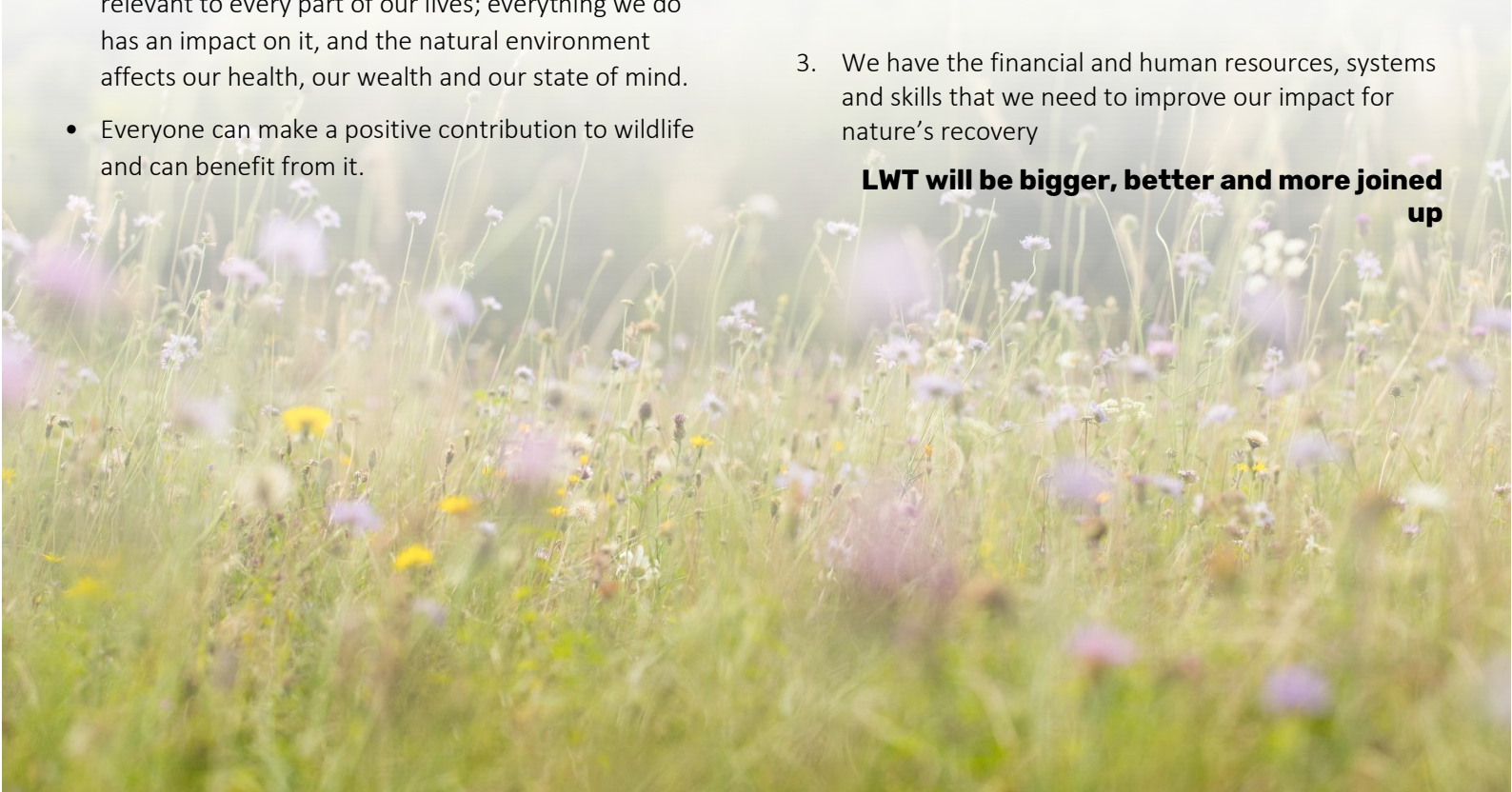
**30% of land and sea is in recovery**

2. People are better connected to nature in their lives and more are taking purposeful action for wildlife

**1 in 4 people are taking action for nature**

3. We have the financial and human resources, systems and skills that we need to improve our impact for nature's recovery

**LWT will be bigger, better and more joined up**

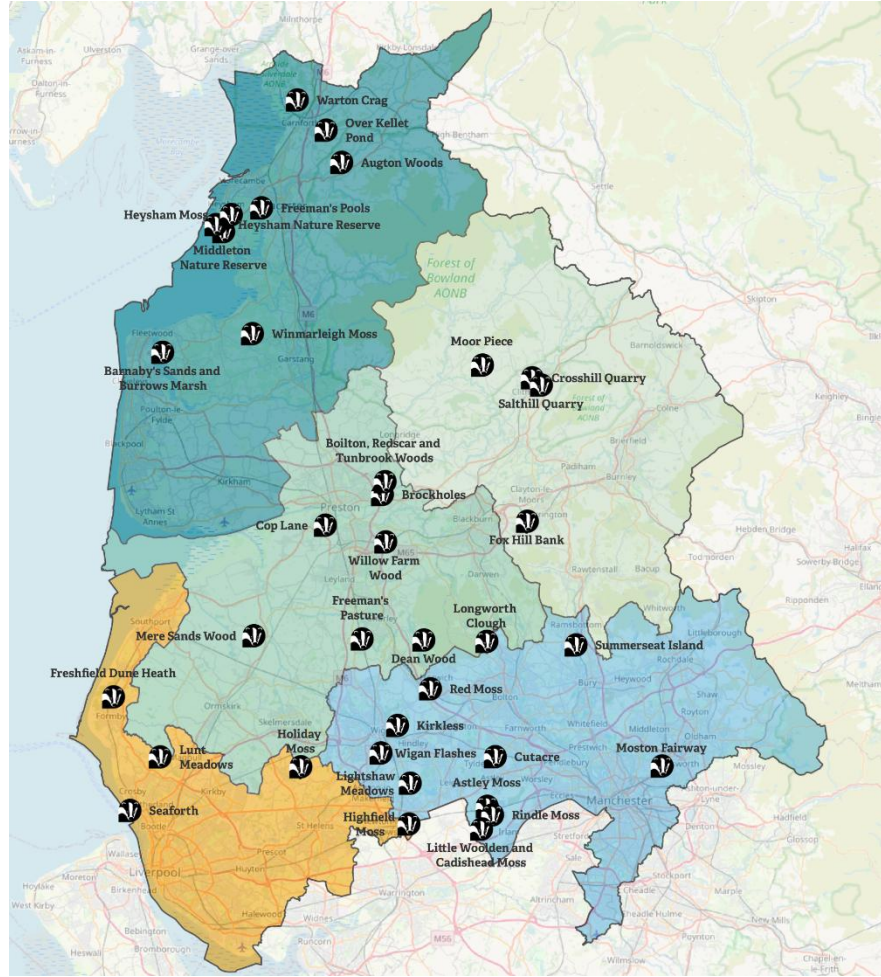


# Our Reserves

We have saved many special places, acquiring and managing many of them as nature reserves—we look after 50 sites (including 42 of our own nature reserves), and a total of around 1,300 hectares of habitat, creating a network where people and wildlife can thrive, on your doorstep.

We believe that limited mobility shouldn't mean missing out on wildlife. Many of our reserves have accessible paths and boardwalks, disabled facilities and accessible bird hides, so you can fully immerse yourself in the great outdoors and discover the wonderful wildlife that lives on your doorstep.

*We also have 6 offices based across Greater Manchester, North Merseyside, West Lancashire, East Lancashire and North Lancashire. Our Head Office is based on the outskirts of Preston.*



## Our Wildlife - OUR DOORSTEP-



*We are working across the region to make a difference to our local wildlife, for everyone to enjoy*

Red squirrel by Mark Hamblin

## Our Impact

Our education team and project officers engage **more than 20,000 children** in wildlife-related activities

On average **every 10 miles** you travel in the region means you will pass a Wildlife Trust project

More than **28,000 members** support the Wildlife Trust in the region and 800,000 across the UK

More than **5,000 people** a year take part in walks and other events on our reserves

We have over **1,200 dedicated volunteers** supporting us on a regular basis, with their time, skills and experience - adding to the 750,000 volunteering across the UK

Our reserves cover more than **1,300 hectares** across the region

We own or manage **42 nature reserves** in the region

# Our Work

The Trust works across Lancashire, Manchester and North Merseyside to create a strong network where nature can thrive and people can benefit.

Our core conservation work includes land management, advocacy for the natural world with key decision-makers, species re-introduction, protecting threatened species, restoring threatened peatlands and collecting essential scientific data. We do this on land and at sea to secure a brighter future for both wildlife and wild places across our region.

Wildlife has a magical power to connect people from all walks of life and give local communities a sense of ownership. We are dedicated to opening up the natural world to absolutely everyone, improving peoples' health and wellbeing and helping locals forge new connections through a number of fantastic community projects. We work all over our area with schools, colleges and community groups, running inspiring sessions covering everything from Forest School and orienteering to Wild Family and Nature Tots sessions. We also work in schools, delivering environmental education and helping improve school grounds. Our education team are leaders within the Wildlife Trust movement.

We are also leaders in delivering natural wellbeing. We believe that wildlife and nature have the power to instil confidence, heal the mind and help people meet their potential, which is why we champion a number of ecotherapy-based projects for both children and adults and the positive impacts to date have been phenomenal.

Find out more at [www.lancswt.org.uk/our-work/our-projects](http://www.lancswt.org.uk/our-work/our-projects)



# Strategic Plan

We will continue to work across Lancashire, Manchester and North Merseyside to deliver positive benefits for both people and wildlife. Our plan builds on the Trusts past successes and recognises how we need to evolve to meet the challenges ahead and remain a relevant, effective organisation.

**In all we do to achieve our strategic goals, we strive to:**

## **Champion** wildlife rich landscapes

We will use our 50 years of expertise to lead the way for nature conservation locally and work within The Wildlife Trusts movement to make a national impact. We will base our plans on sound knowledge and evidence.

## **Defend** wildlife and wild places

We will stand up for the environment and protect wild spaces, enhancing them for both people and wildlife. We will encourage biodiversity, and work with land owners and other organisations in partnership, to create a network of habitats across our region where people and wildlife can thrive.

## **Inspire** people to take action for their local wildlife

We will inspire people to enjoy and protect the wildlife and wild spaces on their doorstep. We will help people learn how to live more sustainably, and demonstrate the benefits of nature to their health and wellbeing. We will engage people of all ages, from all communities to take action for wildlife and we will foster the environmental leaders of the future.

## Base our work on sound **evidence**

We will use evidence from sound science and research to further ecological understanding and demonstrate the needs, benefits and outcomes of nature conservation. We will use this evidence to focus our efforts on the areas most in need of protecting and champion those species that need a helping hand.

# Our Future

## **- OUR WILDLIFE-**

***We can't make a difference if we do nothing. Now is the time to stand together for nature and take action for our local wildlife.***



# Our Culture

We are committed to protecting wildlife, restoring biodiversity and connecting people with the natural world in Lancashire, Manchester and North Merseyside. This commitment brings tenacity in dealing with challenges and huge personal satisfaction from successful projects.

We encourage a creative atmosphere where new ideas can flourish. People who thrive in our organisation enjoy a role where they take on a high level of personal responsibility for achieving outstanding results whilst building strong relationships both internally and externally.

We promote a culture where our staff, trustees and volunteers are Wild About Inclusion, where difference is celebrated, everyone can be themselves, feel respected and able to contribute to their full potential.

## What does an LWT team member look like?

### Integrity

- Acting in the best interest of the Trust and honouring our scientific foundations in all our activities. An honest and respectful approach to the core objectives of the charity, and the wishes of our members and funders.

### Team Player

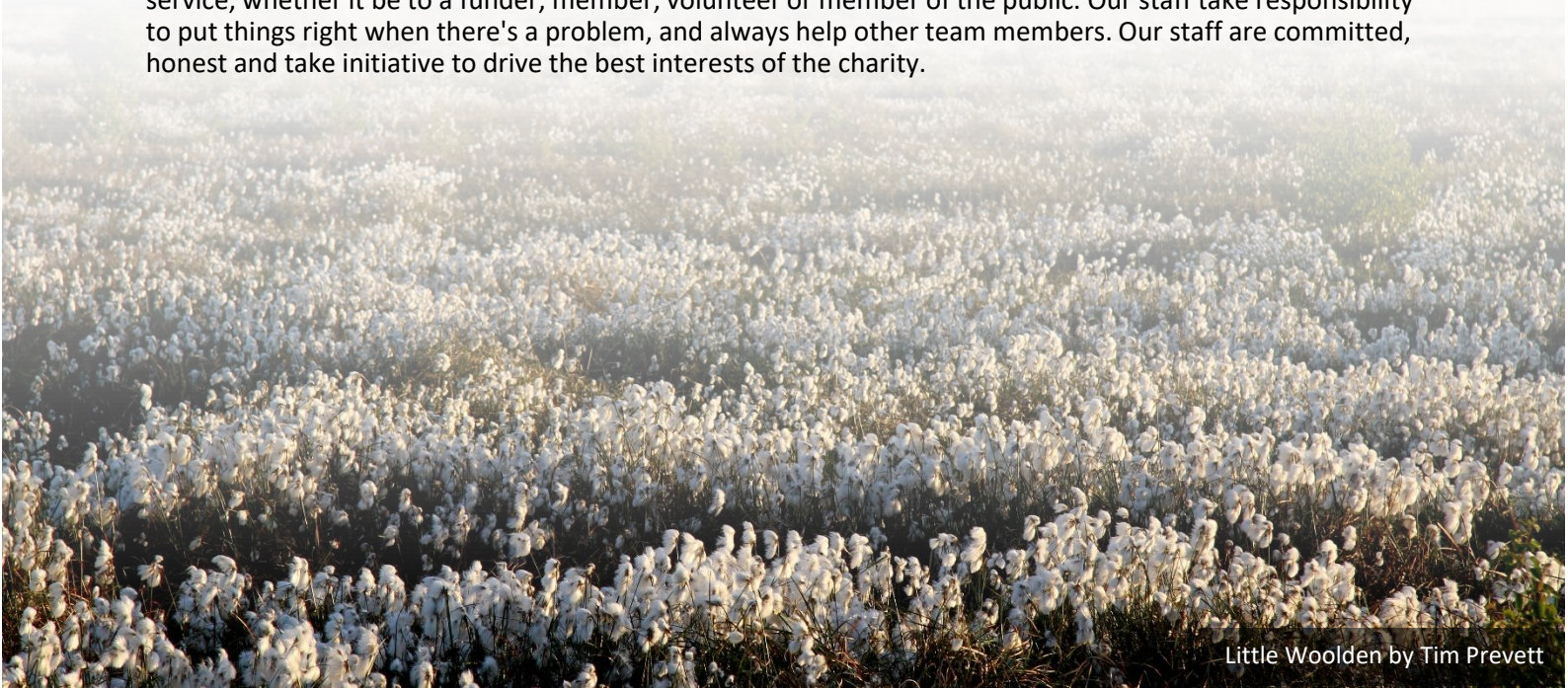
- A friendly, family atmosphere. Everyone is treated with the same level of respect and courtesy. The Chief Executive will often stop for a chat, and full staff meetings provide the chance to get to know others. We are one big team, and our staff are always ready to roll up their sleeves and help where it's most needed, regardless of their job role.

### Passion

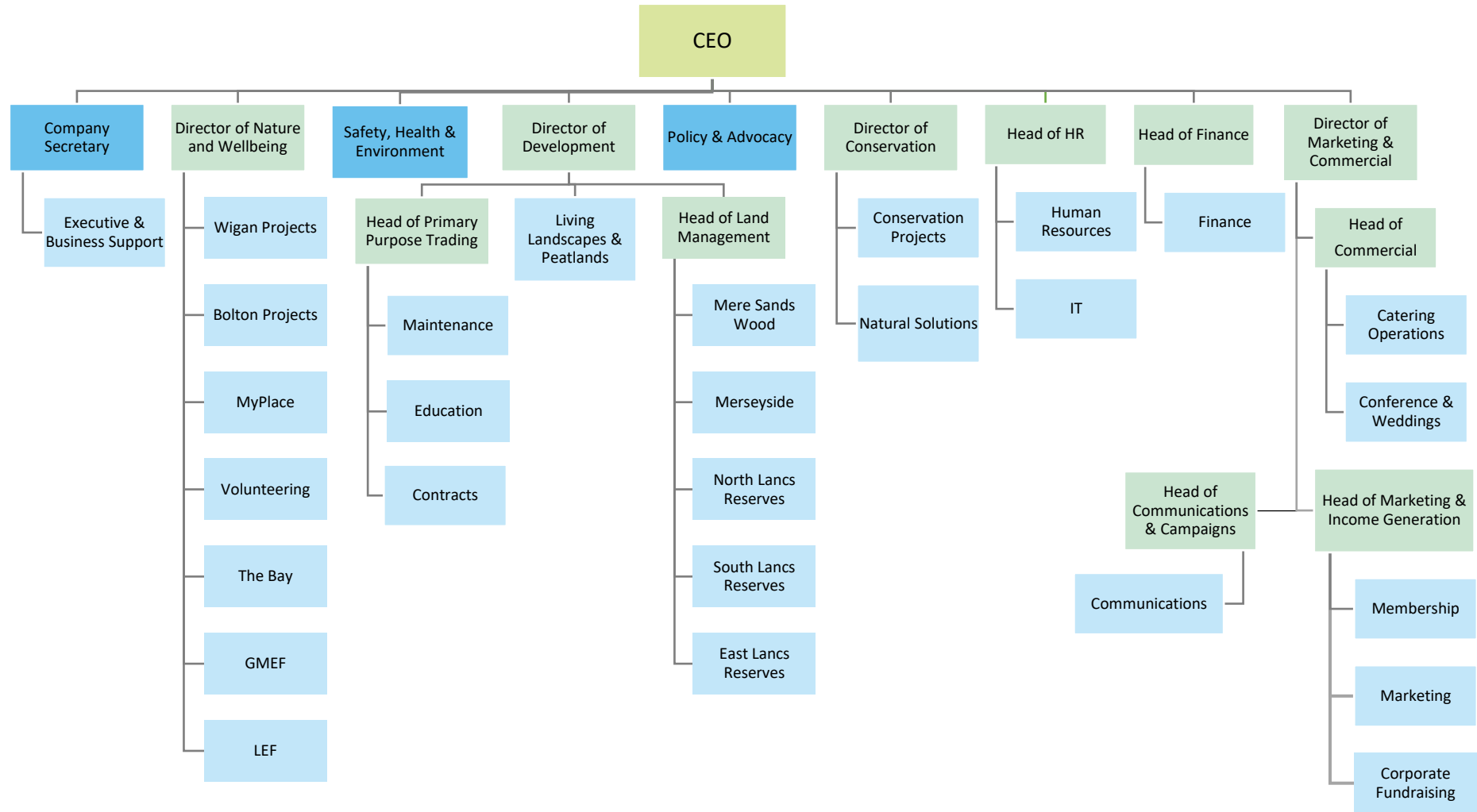
- Passion is at the very heart of every LWT team member. With a love of wildlife, a passion for helping make a difference, or a will to help and inspire others. From our staff to volunteers and our members, we have passion by the bucket load!

### Personal Responsibility

- Our staff are flexible in the way they work and adaptable to change. They provide exceptional customer service, whether it be to a funder, member, volunteer or member of the public. Our staff take responsibility to put things right when there's a problem, and always help other team members. Our staff are committed, honest and take initiative to drive the best interests of the charity.



# Lancashire Wildlife Trust Organisation Chart



## Job Description



### Post Title:

Facilities Manager

### Responsible to:

Head of Commercial

### Responsible for:

Maintenance Team

### Location:

Brockholes, PR5 OAG

*\* Regular travel between our sites that are mostly within a 30 mile radius of Brockholes with travel expenses paid.*

*Full drivers licence and access to your own transport is essential for this post. A works van is available for maintenance tasks and carrying tools and equipment to jobs.*

### Hours of Work:

35 per week, over 7 days including at times weekends and evenings.

### Salary:

£30,166.40 per annum

### Duration of post:

Permanent

### Other:

All candidates must have the Right to Work in the UK.

## PURPOSE OF POST

The Maintenance team plays an essential role in ensuring the efficient day-to-day operation and long-term upkeep of Lancashire Wildlife Trust's diverse building assets. This position is crucial in maintaining our facilities, ensuring they are safe, welcoming, and compliant for staff, volunteers, and visitors alike. The Facilities Manager will lead a small team of staff and volunteers, overseeing the maintenance of various sites, including large, complex visitor centres such as Brockholes Nature Reserve, as well as smaller office buildings and cafes. These locations are primarily within a 30-mile radius of Bamber Bridge, requiring regular travel between sites.

While there will be some office-based work involved, the primary focus of this role is on-site, hands-on management. The ideal candidate will thrive in an active, dynamic environment and be driven by the challenge of maintaining and improving a variety of sites across the region – focusing not only on maintenance and fixing, but in the prevention of future issues by effective work planning.

## KEY ROLES AND RESPONSIBILITIES

**Maintenance Oversight:** You'll be responsible for the maintenance and repair of a variety of buildings, ensuring that all facilities are kept in top condition. This includes reactive and preventive maintenance, with a strong focus on preventing issues before they arise.

**Compliance and Risk Assessment Management:** You will ensure building compliance by scheduling essential inspections like fire checks, legionella testing, and electrical certifications. You will also maintain and update risk assessments for all maintenance activities, ensuring that both third-party contractors and your team adhere to safety protocols during all work.

**Team Dynamics, Staff, and Volunteers:** You will cultivate a positive work environment, ensuring high morale and effective teamwork among staff and volunteers. Key tasks include providing training, promoting retention, and fostering a culture where everyone feels valued and motivated to contribute to the Trust's objectives.

**Volunteer Management:** In coordination with the Volunteer Manager, you'll oversee and expand a small team of maintenance volunteers. Your focus will be on training, team growth, and creating an engaging environment that promotes long-term volunteer retention and satisfaction.

**Contractor Management:** You will be the primary point of contact for specialist contractors, arranging for necessary services such as boiler maintenance, drawbridge servicing at Brockholes, and other site-specific needs. Building and maintaining strong relationships with these contractors.

**Budget and Planning:** You'll manage the maintenance budget, ensuring cost-effective solutions, and develop long-term plans that align with the Trust's goals. As a charity, it's crucial to use funds wisely. You'll balance the choice between internal maintenance or outsourcing, assessing the best value for money. This means understanding that the cheapest option isn't always best, but sometimes in-house work is more cost-effective. Your focus will be on using staff time and funds wisely, emphasizing preventive maintenance.

**Hands-On Leadership:** This is a hands-on role, demanding that you lead by example. You'll be directly involved in maintenance tasks alongside your team, ensuring that issues are addressed swiftly and efficiently. Candidates should be comfortable with practical, physical work, and not shy away from getting their hands dirty.

**Collaboration with SHE Advisor:** The Facilities Manager will work closely with the SHE (Safety, Health, and Environment) Advisor to ensure all maintenance activities comply with safety and regulatory standards. This relationship is collaborative, with the SHE Advisor providing oversight and enforcing compliance, while the Maintenance Manager aligns practices accordingly. The Maintenance Manager will report findings and implement recommendations from the SHE Advisor, respecting their authority in safety matters to maintain a safe and compliant work environment.



## **Operation & Relationships**

- Lead, motivate, and support the Maintenance Team, fostering a positive, collaborative work environment and ensuring all qualifications are up to date.
- Conduct weekly team meetings to prioritize tasks, develop maintenance procedures, and oversee work schedules to balance workloads across sites, managing staff and volunteers effectively.
- Ensure the team has the necessary tools and equipment or coordinate with contractors as needed.
- Maintain strong relationships with staff and site managers, ensuring smooth communication and task execution, including conducting necessary checks.
- Support the SHE Advisor with building compliance audits (e.g., fire safety, waste management) and ensure all maintenance activities adhere to safety and regulatory standards. Respect the SHE Advisor's authority, report compliance issues, and assist in problem-solving, offering solutions and implementing corrective actions where possible.
- Be available for emergency troubleshooting and maintenance support out of hours when required
- Oversee playground checks, ensuring your team is trained, accurate in their inspections, and properly recording issues, with external training courses for yourself and your team paid for by the Trust.
- Liaise with the Marketing and Communications department to install signage across sites.

## **Contracts**

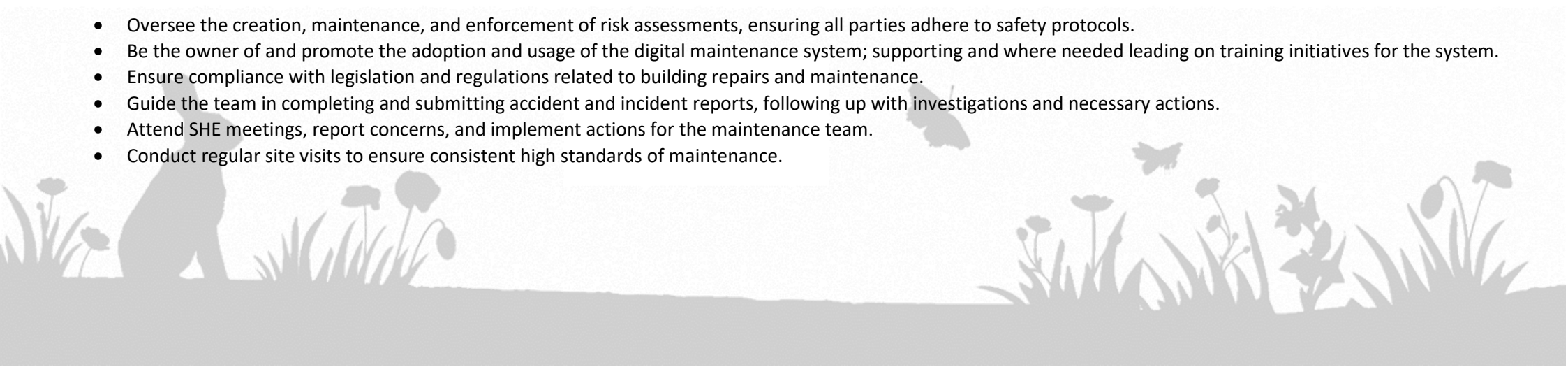
- Standardize facilities suppliers and contractors across the Trust's region, ensuring value for money.
- Manage waste management contracts, ensuring proper disposal in line with regulations.
- Maintain relationships with suppliers and contractors, prioritizing value for money while adhering to the Trust's procurement policies (e.g., low carbon, locally sourced).
- Schedule routine services around operational needs and legal compliance.

## **Budget Management**

- Set, manage, and monitor the expenditure budget, including payroll, utilities, service contracts, and consumables.
- Contribute to the development of an investment plan for each site.
- Assist in the development of funding bids by providing maintenance costings and advice.

## **Legal and Compliance**

- Oversee the creation, maintenance, and enforcement of risk assessments, ensuring all parties adhere to safety protocols.
- Be the owner of and promote the adoption and usage of the digital maintenance system; supporting and where needed leading on training initiatives for the system.
- Ensure compliance with legislation and regulations related to building repairs and maintenance.
- Guide the team in completing and submitting accident and incident reports, following up with investigations and necessary actions.
- Attend SHE meetings, report concerns, and implement actions for the maintenance team.
- Conduct regular site visits to ensure consistent high standards of maintenance.



## **Health & Safety Compliance**

- Ensure all maintenance activities comply with Safety, Health, and Environment (SHE) policies, especially in areas such as COSHH, PUWER, and risk assessments.
- Review, conduct and update site-specific risk assessments, monitoring your team to ensuring all work is compliant with regulations and company policy.
- Ensure that all tools provided by the organisation, equipment, and substances used in maintenance work meet safety standards and are risk-assessed correctly, and where they might not be, taking them out of use and flagging immediately to your line manager and the SHE department.
- Maintaining fire safety and security compliance across all buildings, participating in site safety audits as required – taking charge of the day-to-day testing on site.
- Conducting checks of playgrounds on sites and reporting into your line manager with any issues or faults found (Relevant external training will be provided and paid for by the trust)

## **Team Dynamics, Staff, and Volunteers**

- Foster a positive environment that promotes high morale, effective teamwork, and clear communication.
- Focus on staff and volunteer retention through ongoing training and professional development.
- Ensure all team members, both staff and volunteers, feel valued and motivated.
- Foster a "can-do" attitude within your team, ensuring seamless collaboration across the wider Trust departments. Emphasize that no job is too big or small, and recognize that as a charity with limited resources, some tasks may fall outside strict role definitions. Encourage your team to take ownership of these tasks, especially where their skills make them the best fit, and deliver high-quality work that provides excellent value for money, always supporting the charity's goals

## **Volunteer Management**

- Oversee and grow a small team of maintenance volunteers, supported by the Volunteer Manager.
- Focus on training, skill development, and creating a positive, engaging environment that encourages volunteer retention.
- Work to expand the volunteer team, enhancing their qualifications and commitment to the Trust's mission.

## **General**

- When needed for work that needs to take place out of hours such as power downs or annual servicing, attend sites to assist contractors out of hours.
- Adhere to all Trust policies, including health and safety procedures, to safeguard all staff, visitors, and volunteers.
- Work collaboratively with staff and volunteers as required.
- Uphold the values and expectations of Lancashire Wildlife Trust.
- Perform other duties relevant to the role as required by your line manager.



# Person Specification

## EXPERIENCE

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### Essential

- Proven experience in line management, with a focus on leading teams and fostering a collaborative work environment.
- Understanding of work planning and maintenance triage
- Experience in planning preventive maintenance operations.
- Successful track record of managing a budget, prioritizing spending, and identifying cost efficiencies to drive value for money.
- Experience in managing external contractors.
- Experience in managing Health and Safety within a facilities or maintenance context.

### Desirable

- Experience in operating a digital maintenance management system.
- Previous experience as a Facilities or Maintenance Manager in a similar setting.
- Experience in implementing energy and carbon efficiency initiatives.

## KNOWLEDGE

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- An understanding of the requirements for maintaining various types of buildings and assets.
- Knowledge of Risk Assessments, Fire Safety, Health and Safety regulations, COSHH, PUWER and compliance procedures.
- Familiarity with fire safety audits, waste management, and general building compliance.
- Knowledge of providing maintenance services in customer-facing environments, such as visitor centres or office buildings.

### Desirable

- Understanding of the Third Sector.
- Comprehensive knowledge of technical aspects such as plumbing, carpentry, and electrical systems.
- Health and Safety qualifications

## SKILLS

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### Essential

- Strong influencing and negotiation skills, capable of driving positive outcomes with contractors and internal stakeholders.
- Excellent communication skills, with the ability to engage and inform a wide range of audiences, from volunteers to senior management.
- Ability to build and maintain strong working relationships, both externally with contractors and internally across departments.
- Collaborative working style, able to work across multiple areas to create and achieve common objectives and goals.
- Strong organizational and planning skills, with a focus on delivering results efficiently.
- Problem-solving skills with the ability to identify and address inefficiencies in processes.
- Proficiency in Microsoft Office programs (Word, Excel) and project management software, with experience using digital portals for tracking and reporting.
- Valid driving license and access to a personal vehicle.

## PERSONAL QUALITIES

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### Essential

- Commitment and enthusiasm to the Trust and its work.
- Commitment to the Trusts policy on Equality, Diversity and Inclusion.
- Ability to work effectively under pressure, maintaining composure and delivering results
- Quick thinker with the ability to act decisively and effectively in fast-paced situations.
- Passionate and enthusiastic about your work, with a strong drive to achieve and exceed targets.
- Highly motivated and determined, with a focus on continuous improvement.
- People-oriented, with a positive attitude and the ability to inspire and motivate others.

## General Terms & Conditions

**Holidays:** 28 days per annum (increasing with length of service), plus bank holidays, pro rata for part-time employees.

**Pension:** The Trust contributes to the NEST Pension Scheme. Full details will be provided.

**Hours of Work:** Full Time 35 hours per week. Normal working pattern will be 9.00am – 5.00pm. Overtime is not paid but time off in lieu may be taken, where appropriate, as the post may involve some evening or weekend working.

**Duration of post:** This post is offered on a permanent basis. All new employees undertake a probationary period of 6 months; in which time they are expected to demonstrate their suitability for the post.

**Closing Date:** **Sunday 9th February 2025**

**Interviews:** **Applicants will be invited to interview as applications are received, so early applications are encouraged.**

**We reserve the right to close this recruitment if it is deemed that we have received a suitable number of applications.**

To apply for this position you are required to complete an Application Form which can be downloaded from our Website: [www.lancswt.org.uk/jobs](http://www.lancswt.org.uk/jobs)

Completed applications should be returned to: [applications@lancswt.org.uk](mailto:applications@lancswt.org.uk)

Thank you for your interest in working for the Wildlife Trust for Lancashire, Manchester and North Merseyside. We look forward to receiving your application.

### TERMS OF REFERENCE

As an inclusive employer, The Wildlife Trusts value diversity and we're committed to creating an inclusive culture where everyone is able to be themselves and to reach their full potential.

We actively encourage applications from people of all backgrounds and cultures. We believe that a diverse workforce will help us create our vision of people close to nature, with land and seas rich in wildlife.

To understand how we are performing, we ask that you kindly complete a Diversity Monitoring Form in addition to your application.

Please be assured that your responses are kept confidential, separate from your candidate record, are not part of any application you make, and that the recruiting staff never see individual responses to the questionnaire.

#### **Criteria Common to All Job Descriptions:**

A Job Description sets out the purpose of the job, where it fits into the Trust's structure, the context within which the job holder functions and the principal accountabilities of job holders, or the main tasks they have to carry out. It is not a definitive work plan. This document is intended to provide guidance on the scope and function of the job.

#### **Equal Opportunities Statement:**

All employees are required to adhere to and promote the principles and operation of the Trust's policies on equalities, to ensure that services provided are relevant to ethnically diverse communities and other disadvantaged groups in the area.

#### **Safety, Health and Environment Statement:**

All employees are required to ensure that all duties and responsibilities are discharged in accordance with the Trust's Safety, Health and Environment (SHE) at Work Policy and associated SHE policies and guidelines. They should take reasonable care for their own Health and Safety and that of others who may be affected by what they do or do not do. Staff should correctly use work items provided by the Trust including personal protective equipment in accordance with training or insurance. All members of Trust staff are responsible for informing their line managers of any potential gaps in the current Trust Policy. All employees are responsible for ensuring that the SHE Policy is up to date and continuously reviewed and evaluated.

#### **Performance Review:**

All employees will participate in the Trust's Performance Review process. The process aims to ensure that performance standards/targets are jointly agreed between employees and line managers and are achieved within agreed time scales. Failure to maintain an appropriate standard indicated by management can result in Capability proceedings being taken.

#### **Commensurate Statement:**

At times, the Post holder will be required to undertake other duties and responsibilities of a similar level and nature in order to support workload peaks and resources and skill shortages, ensuring priorities are met. This will be sensitive to available resources and individual skills and will generally be within the same area.

#### **Adherence to Staff Handbook, Policies and Procedures:**

The Trust is a large, diverse charitable organisation and as such needs to ensure that all employees are aware of their obligations to and from the organisation. These are clearly defined in the Staff Intranet and in the policies and procedures adopted by Council as part of the Trust's governance. All Employees have an obligation to read and understand these policies, especially those that are pertinent to this role.