



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

# Recruitment Pack



# 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.

## 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

- 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;
- Connect people with nature and help them to take action for wildlife, wherever they are.

# Our Vision

- 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.

# Our Work

Our core conservation work includes land management, advocacy for the natural world with key decision-makers, species re-introduction, protecting threatened species 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.

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 believe that wildlife and nature have the power to instill 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:** [www.lancswt.org.uk/our-work](http://www.lancswt.org.uk/our-work)

# Our Nature 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 people can fully immerse themselves in the great outdoors and discover the wonderful wildlife that lives on our 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.





# Strategic Goals by 2030

- 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.

- 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.

- 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 Strategy

## **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 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 **30,000** 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.
- Our reserves cover more than **1,300** hectares across the region.
- We own or manage **42** nature reserves in the region.





# Our Culture

We foster a creative environment where new ideas can flourish. Our team members take pride in personal responsibility, striving for excellence in everything they do. Success in our organisation comes from a commitment to outstanding results, alongside a dedication to building strong, meaningful relationships - both within our team and with our external partners.

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 LWT and honouring our scientific foundations in every activity. Our approach is built on honesty, respect, and a commitment to the core objectives of the charity, as well as the wishes of our members and funders.

### **Teamwork**

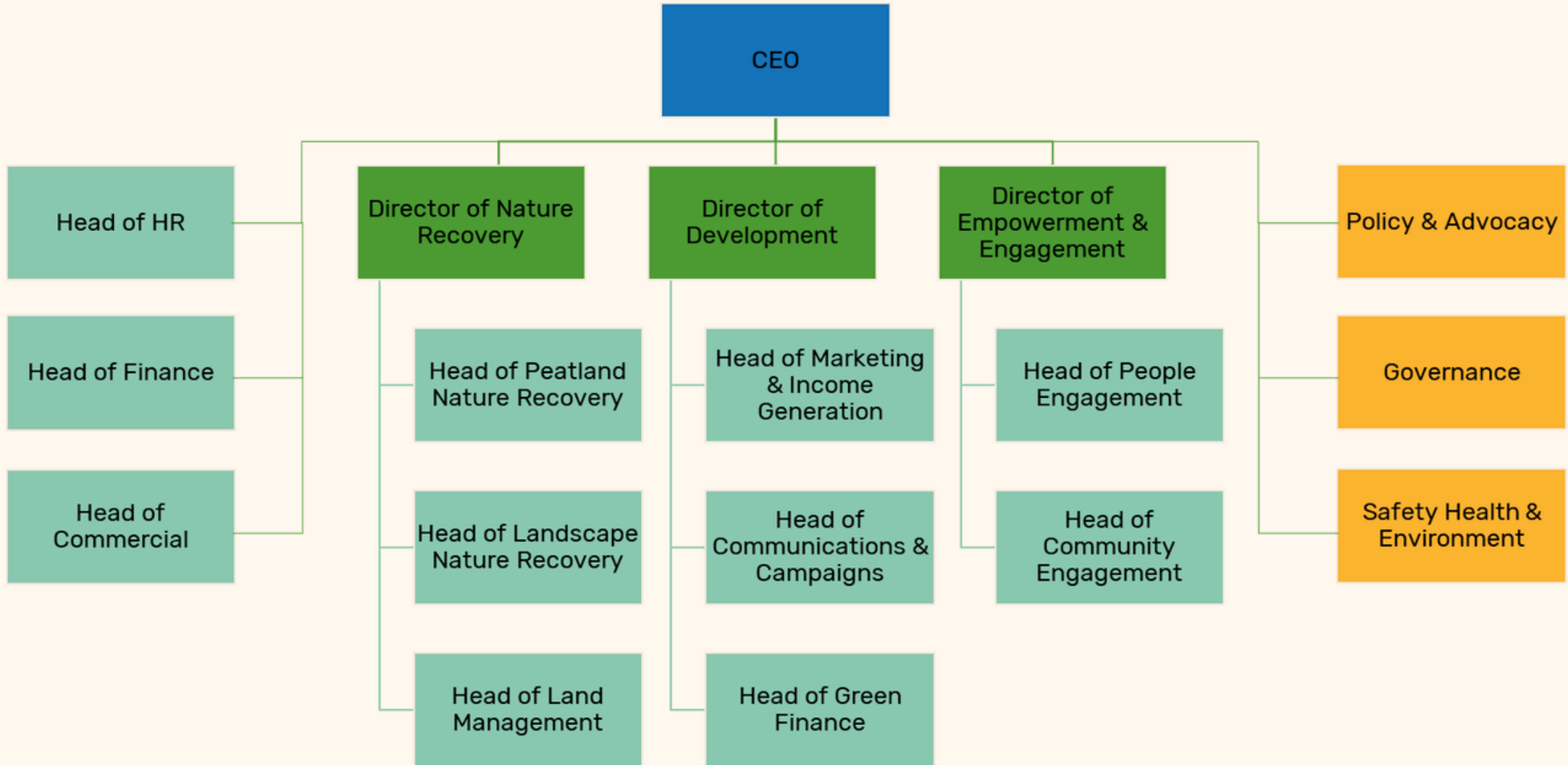
We foster a friendly, welcoming atmosphere where everyone is treated with respect and courtesy. We believe in the strength of our unity as one big team. Always ready to roll up our sleeves and help wherever it's most needed, regardless of the role.

### **Passion**

Passion drives every LWT team member. Whether it's a love for wildlife, a desire to make a meaningful difference, or a commitment to inspire others, passion is at the heart of everything we do - and we have it in abundance!



# Our Organisation





# About the Education Team

Our Education Department is made up of a wonderful team of highly qualified specialists who are passionate about inspiring people to develop their understanding of nature. With 81% of children saying they would like to spend more time outside (Natural England), it is essential all children receive an environmental education and learn how to play outdoors. By enabling children and young people to understand the natural world, we can encourage them to look after and protect it in the future. Our passion to inspire doesn't stop at children and young people, we also have a fantastic team delivering quality forest school and CPD training.

Our core Education Team delivers inspiring environmental education and outdoor learning sessions for schools and grounds at Lancashire Wildlife Trust sites including Brockholes Nature Reserve, Bolton Environmental Resource Centre, The Hive at Moss Bank Park and Mere Sands Wood Nature Reserve, and outreach sessions across the region.

# Job Description

**Post Title:**

Summer Education Placement

**Responsible to:**

Senior Education Officer

**Location:**

Education session delivery at:

- Brockholes Nature Reserve
- Bolton Environmental Resource Centre
- Mere Sands Wood
- The Hive at Moss Bank Park

Office base: Brockholes Nature Reserve, Preston, PR5 0AG

**Hours of Work:**

35 hours per week

**Salary:**

£22,222.20 per annum

**Duration of post:**

Fixed term- April 2025-October 2025

**Other:**

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

A DBS check will be required for this role.

## PURPOSE OF POST

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The Wildlife Trust is passionate about the provision of opportunities for children and young people to develop their understanding of, and foster a connection with, nature. The Lancashire Wildlife Trust Education team provides opportunities for people to learn informally through play and formally through outdoor learning on our reserves, in local green spaces, school grounds and on their doorstep.

The Summer Education Placement will take a lead role in delivering high quality outdoor learning opportunities to people visiting Brockholes Nature Reserve, Bolton Environmental Resource Centre and Mere Sands Wood Nature Reserve. The role will include delivering environmental education sessions to visiting schools and groups, adult team building sessions, family holiday activities and bespoke sessions for all ages. Some delivery may also be required at The Hive at Moss Bank Park

## KEY ROLES AND RESPONSIBILITIES

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The successful candidate will be required to:

- Work closely with the Senior Education Officers, Education Officers, Business Support Assistant and the wider Education Team. Build good working relationships with Brockholes and LWT staff.
- Plan and deliver inspiring environmental education and outdoor learning sessions for visiting schools and groups (of all ages, but mostly EYFS, KS1 and KS2) at Brockholes Nature Reserve, Bolton Environmental Resource Centre, Mere Sands Wood Nature Reserve and The Hive at Moss Bank Park.
- Liaise with schools and teachers to ensure school visits run efficiently and ensure visits meet the learning objectives of visiting groups, with the support of the Business Support Assistant.
- Be responsible for the preparation, implementation, delivery and evaluation of education sessions.
- Plan and deliver other activities, including holiday programmes (e.g. holiday clubs, family events), community groups and team building. The placement should be available for occasional weekend work (at least one weekend days per month).
- Plan and deliver outreach visits.



- Assist the Marketing team to promote and publicise the work carried out by the Education team.
- Design and create educational resources for education sessions.
- Maintain props, tools and other equipment required for the running of education workshop programmes.
- Work closely with volunteers assisting the Education Team with school visits and events.
- Promote educational use of the sites across the LWT, in consultation with local schools and colleges.
- Attend networking and promotional events.
- Undertake regular checks of teaching spaces and liaise with teams to arrange maintenance tasks to support education visits.
- Promote office and vehicle management and ensure all procedures are followed correctly and safely.
- Work closely with staff across The Wildlife Trust during educational delivery or engagement with children and young people including delivering training, support with administrative systems and sessional content to promote meaningful connections to and taking action for nature.
- To work at least two weekend days per month, as well as occasional evening work when required.
- To ensure all activities are fully accessible and inclusive where practicable, and comply with the Equal Opportunities Policy.
- The job holder is required to follow and comply with all policies and procedures of the Trust which includes the Trust's Health and Safety procedures in the workplace, ensuring personal safety and the safeguarding of the interests and safety of all staff, trainees, visitors, and others at the Trust.
- To work as part of a team alongside staff and volunteers as required.
- To uphold the working values and expectations of the Lancashire Wildlife Trust.
- To carry out other duties relevant to your post as reasonably required by your line manager.

# Person Specification

## EXPERIENCE

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### Essential

- Working with children and young people in a formal and/or informal setting.
- Planning and delivering environmental education programmes/outdoor learning sessions.
- Planning and delivering holiday activities and programmes.

### Desirable

- Developing new Education programmes and events.
- Writing risk assessments
- Habitat management.
- Supervising volunteers

## KNOWLEDGE

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- Up to date knowledge of health and safety issues and safeguarding best practice
- Up to date knowledge of National Curriculum content and current trends.

### Desirable

- Qualification in education, childcare or youth work.
- Knowledge of wildlife habitats
- Outdoor First Aid Qualification

## SKILLS

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### Essential

- Excellent interpersonal and communication skills, including written, listening skills and especially speaking/presenting to groups.
- Ability to work independently and as part of a team.
- Good organisational and time management skills; accurate and methodical; able to prioritise workloads effectively, meet deadlines and monitor the outcomes.
- Ability to develop a working relationship with a wide range of people.
- Ability to develop good relationships with schools, groups and volunteers.
- Ability to work under the pressure of a daily visits timetable.
- Problem solving skills.
- A full UK driving licence with access to vehicle with full business insurance cover.
- Good general IT skills.

## 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.
- A commitment and enthusiasm for outdoor learning and nature conservation
- Commitment to maintaining a clean workspace and consideration for use of communal resources
- Self-disciplined and confident in own abilities
- A pleasant disposition and a good sense of humour
- A positive, professional and mature approach to others
- Ability to use tact and diplomacy when needed



## 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 fixed term 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 13th April 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. On this basis we would advise that applications are submitted as soon as possible.**

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.