

# Norfolk Wildlife Trust

## Recruitment Booklet

# Director of Nature Recovery



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**Thank you for your interest in applying for the Director of Nature Recovery role.**



We are seeking an outstanding and dynamic Director of Nature Recovery. As well as providing organisational leadership as part of the Senior Management Team, you will lead all of our conservation efforts outside of our managed estate. You will oversee our work with and through partners to deliver nature's recovery at scale in Norfolk.

Currently this role oversees landowner advisory, county wildlife sites, planning, marine, advocacy and nature based solutions. You will also be the principal scientific officer of the Trust and the lead on technical ecological issues, conservation evidence, climate change and sustainability. As such you will be at the forefront of supporting the Trust deliver our exciting new strategy.

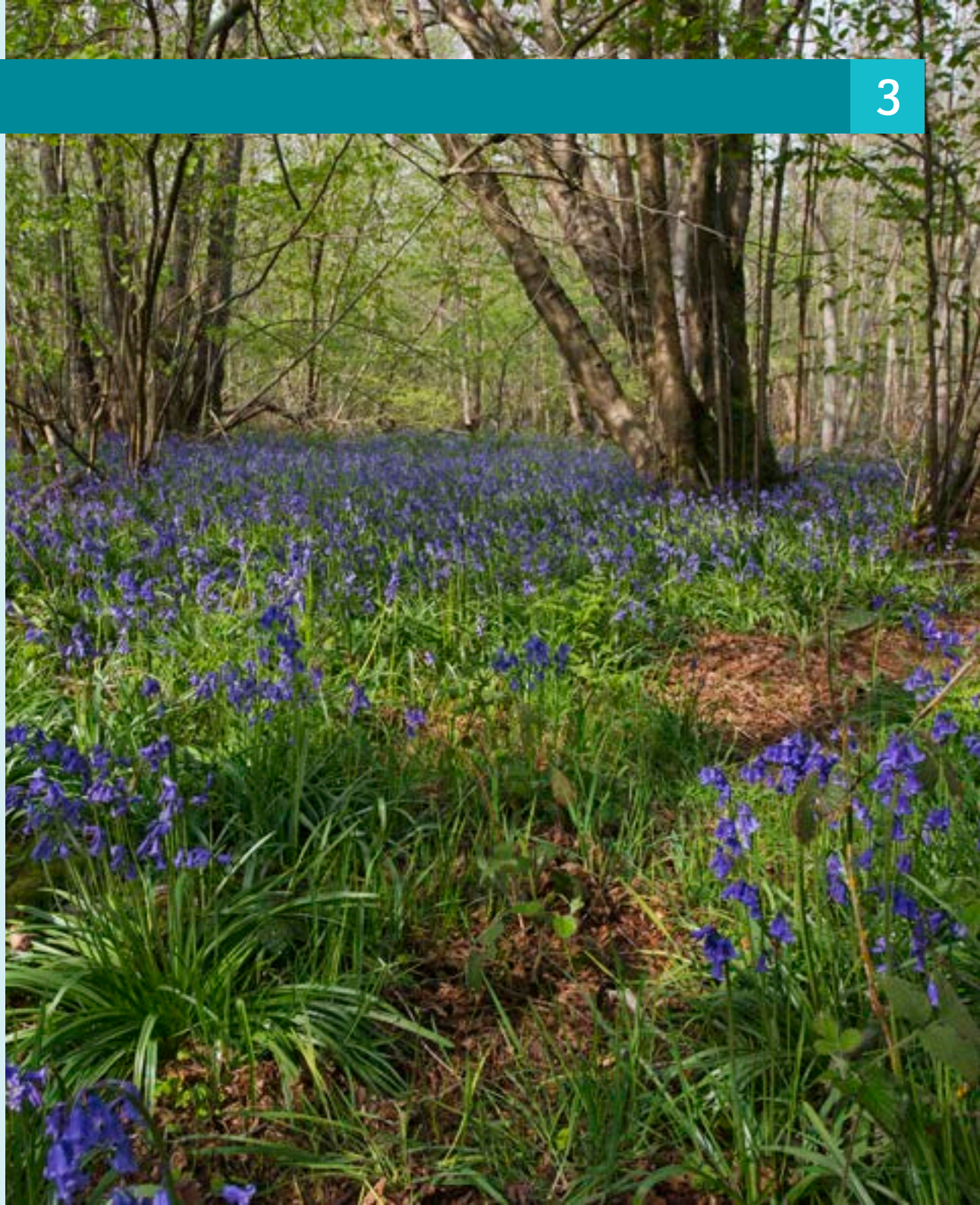
We are living through a climate and nature crisis. In our response to this, we are in a unique position to use our outstanding conservation work and 95 years of expertise to scale up our impact and achieve ever more for nature in Norfolk.

You will have a passion for our cause and demonstrable expertise in high impact conservation activity, delivered principally through powerful collaborations.

You will bring a strategic approach in order to develop and plan new approaches with innovation and creativity and the grit to see them through.

I wish you every success with your application.

Eliot Lyne, Chief Executive of Norfolk Wildlife Trust





For nearly a century, Norfolk Wildlife Trust has been committed to the conservation of Norfolk's wildlife: a commitment expressed in land acquisition, habitat restoration, education, engagement and advocacy. Our passionate belief is that the wildlife of Norfolk deserves a healthy landscape in which to thrive and that people deserve the same.

- We own and manage more than 60 nature reserves and protected sites covering an area of 2,400 hectares and are working on a landscape scale to rebuild and re-connect fragmented ecological areas.
- We are supported by more than 35,000 members, about a third of which are outside Norfolk. Of all the Wildlife Trusts, we have the fourth largest membership.
- We manage the Norfolk County Wildlife Sites systems, where more than 1,300 sites covering 15,000 hectares.
- We have more than 100 businesses enrolled in our Investors in Wildlife scheme.
- Committed volunteers support every aspect of our work, from wildlife surveying to administration.
- We have five visitor centres and a thriving education centre offering events, workshops and exhibitions.
- More than 7,000 students annually take part in education activities in schools and on nature reserves.
- We are active participants in the mission of The Wildlife Trusts to secure 30 per cent of our land and sea for nature's recovery by 2030.

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## Norfolk Wildlife Trust seeks a sustainable Living Landscape for wildlife and people

- where the future of wildlife is protected and enhanced through sympathetic management
- where people are connected with, inspired by, value and care for Norfolk's wildlife and wild spaces



The aims established for Norfolk Wildlife Trust in 1926 continue to underpin our work today.

We intend to increase our positive impact even more as we focus on expanding nature reserves, restoring habitats across the landscape and connecting people to wildlife and wild places for their own wellbeing and for the benefit of nature.

We celebrated our 95th anniversary last year with engagement projects, media partnerships, ambitious land acquisitions and conservation plans. Now we are planning a new strategy and you will have an opportunity to help shape aspects of this and then deliver it.

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## Our Charitable Objects:

- to advance the conservation of wildlife and wild places in Norfolk for the public benefit.
- to advance the education of the public in the principles and practices of sustainable development.





- Our conservation and land management decision making is based on sound scientific evidence, research and consultation with appropriate experts.
- We will stand up for wildlife where we believe it is threatened and seek positive outcomes for its protection and enhancement.
- We believe that a landscape-scale approach to wildlife and habitat management is key to ensuring the survival of many species common and rare.
- We seek to inspire people about the importance of wildlife in its own right and to spread understanding that the health and wellbeing of our environment is inextricably connected to that of people.
- We recognise that our members, volunteers, supporters and visitors are vital to our success and we seek to provide excellent standards of service and response to their needs.
- We will aim for highest possible standards of professionalism and efficiency in all aspects of our work.
- Where possible, we will work in partnership with other organisations in pursuit of common objectives and efficient use of resources and, in particular, to help deliver progress towards our vision for a Living Landscape.
- We will apply an environmental and socially responsible stance to financial decisions involving investments, sponsorship and procurement of goods and services.
- We value our staff and volunteers and will employ good practice standards in all aspects of recruitment, induction, development performance management, health, safety and welfare of staff and volunteers.





Norfolk Wildlife Trust is in a strong position and is held in high regard for our people, influence and conservation assets and expertise.

Our financial resources are robust. Our Annual Report and Financial Statement can be found on our website:

**[www.norfolkwildlifetrust.org.uk/annualreport](http://www.norfolkwildlifetrust.org.uk/annualreport)**

We have a loyal base of members and corporate sponsors, high profile supporters, a dedicated body of volunteers and are supported by a strong Council of Trustees.

The Trust is powered by highly skilled and motivated personnel. We have 115 staff, to which we add the contribution of casual staff throughout the summer months.

We are seeking an outstanding and dynamic Director of Nature Recovery. As well as providing organisational leadership as part of the Senior Management Team, you will lead all of our conservation efforts outside of our managed estate. You will oversee our work with and through partners to deliver nature's recovery at scale in Norfolk

Excellent leadership, relationship building, collaboration and delivery skills are essential to enable you to inspire, support and empower the organisation to create greater conservation impact.

If you recognise yourself in the job description and person specification, we very much look forward to hearing from you. A short informal conversation to discuss the role can be arranged with our Chief Executive, by e-mailing [elouiseb@norfolkwildlifetrust.org.uk](mailto:elouiseb@norfolkwildlifetrust.org.uk).



**Job title:** Director of Nature Recovery

**Role purpose:** To provide organisational leadership as part of our SMT, and to lead, develop and deliver all conservation work and related activity outside our portfolio of nature reserves in order to deliver our strategy (namely landowner advisory, county wildlife sites, planning, marine, advocacy and nature based solutions). To be the principal scientific officer of the Trust and the lead on technical ecological issues, climate change and sustainability.

**Reporting to:** Chief Executive

**Line management of the following roles:**  
Nature Recovery team

**Other Working Relationships:**

*Within the organisation*

Directors, managers, staff, trustees and volunteers as well as staff at all levels as appropriate to the role.

*Outside the organisation*

Staff within other statutory agencies and voluntary organisations, landowners and conservation related external groups.

## Main accountabilities

### Organisational and Strategic Leadership

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1. Provide clear, values-based organisational leadership as a key member of the Senior Management Team and a trusted advisor to the CEO. Model our leadership values and behaviours at all times;
2. Ensure that an environment is created for all teams where people are able to bring their best to the Trust;
3. Provide thought leadership and guidance on development of projects outside reserves;

### Conservation Leadership

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4. Oversee NWT's conservation work in the wider countryside outside nature reserves by ensuring our work on areas such as county wildlife sites, planning, marine and living landscapes operations are appropriately targeted, resourced and delivered and in line with our strategy;
5. To plan and supervise aspects of the Trust's scientific policies and programmes, provide advice and develop wildlife conservation knowledge within the organisation;

### Conservation data, science and evidence

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6. Bring together the data, monitoring and evidence held by Norfolk Wildlife Trust or other bodies to inform our countywide strategy to restore nature at scale;
7. Co-ordinate with others to ensure that our work across the Trust including our positions and policies, is evidence-led and credible;

### Nature based solutions

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8. Lead on all nature based solutions work across various areas. Initially develop knowledge and understanding of nature-based solutions and create innovative and ambitious delivery plans to support organisational strategy;



## Marine

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**9.** Oversee our marine conservation, planning and advocacy work in line with the strategy and business plans;

## Conservation Policy, Advocacy and Planning

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**10.** Lead on the creation of policy positions on conservation issues;

**11.** Oversee all activity in response to planning issues, ensuring that our efforts are focussed on strategic issues with maximum impact for nature;

## Climate Change and Sustainability

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**12.** Lead the Trusts work on climate change and sustainability. Creating delivery plans and ensuring their implementation across the Trust;

## Partnership and Collaborative working

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**13.** Lead and model collaboration across the organisation, including (but not limited to):

- Working closely with the Director of Nature Conservation to ensure that there is a consistency of strategic approach to conservation work and partnerships from the Trust.
- Working with the fundraising team and projects team to ensure that teams collaborate effectively on development and delivery of projects;

**14.** Act as a representative of Norfolk Wildlife Trust in various external fora as required;

**15.** Taking a collaborative approach to restoring nature at scale, develop strong external and strategic partnerships with key stakeholders, local government and statutory agencies, and land owners to achieve landscape scale nature recovery, and embed an ecological network approach to conservation in land management practice, policy and planning;

**16.** To keep abreast of local, regional, national and international issues affecting wildlife in Norfolk, maintaining liaison with The Wildlife Trusts and our national developments, policies and initiatives;



## Finance & Resource Management

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**17.** Ensure that all agreed organisational policies and procedures are understood and implemented by the Nature Recovery team, paying particular attention to Health and Safety procedures and guidelines;

**18.** Manage and oversee budgets responsibly and in line with our financial policies and procedures;

## Staff Management

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**19.** Ensure staff are effectively managed and supported through regular meetings, setting and reviewing of work programmes and objectives, undertaking annual performance reviews, identifying and implementing training and professional development needs, ensuring that there is effective cover, high standards of discipline and professionalism at all times;

**20.** Develop appropriate team culture through strong and clear leadership, encourage cross team working, initiative and innovation within a framework of clear standards;

## Other responsibilities

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**21.** Undertake other ad hoc duties as reasonably requested by and/or agreed with the Chief Executive.





## Experience

### Essential

- Proven experience and ability in organisational leadership and team management.
- Degree level or equivalent in an ecological and/or land management discipline.
- Excellent, proven relationship building skills at a senior level.
- Excellent interpersonal skills.
- Sound understanding and technical knowledge of ecology and wildlife conservation issues and methods as they apply to Norfolk's wildlife habitats.
- A high degree of competence in the use of IT systems and information management.
- Good numeracy and budgeting experience in the compilation and coordination of complex budgets.
- Good written and oral presentation skills and experience.
- Strong organisational and administrative skills.
- Understanding of legal aspects of land ownership, procurement of services contracts and tenancies could be an advantage.
- A strong commitment to nature conservation and the work of Norfolk Wildlife Trust.
- A demonstrable ability and attitude to work corporately and cooperatively as a member of the Senior Management Team.
- Preparedness to work unsociable hours including occasional evening and weekend work attending meetings and achieving deadlines.
- Current driving licence.



## Limits of Authority

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Take full accountability for the implementation of team objectives and programmes, liaising with the CEO regarding direction and priorities.

Sign purchase orders and commit expenditure to agreed limits.

## Health and Safety

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Attached with contract.

## Risk Assessment

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Provided with employment contract. Reviewed annually as part of Annual Appraisal.





## Terms

The role will be permanent and full time. The role is based at Bewick House, 22 Thorpe Road, Norwich NR1 1RY, however, we do have hybrid working arrangements in place at the Trust where the role/set up is suitable. Travel within and outside Norfolk may be necessary.

The package will include a competitive salary circa £60,000 per annum.

Limited relocation package available, annual leave starts at 25 days plus bank holidays and increases by one day per year up to a maximum of 30 days, Employee Assistance Programme, Learning Days, Pension Scheme (8% employer contribution, 2% employee minimum) through Aviva, Group Income Protection Scheme for those in the pension.

## How to Apply

Applications should be made through the Networx portal and include a CV and a supporting statement, detailing how you meet the person specification.

Closing date for applications is midday on the 4 July 2022. First interviews will be held on 11 July. Second interviews will be held on 18 July.

Feedback will be available for candidates from the interview stage.

Thank you very much for your interest in Norfolk Wildlife Trust and the role of Director of Nature Recovery.



Images: Carol Adams, David Tipling, Richard Osbourne, Matthew Roberts, Elizabeth Dack, Terry Whittaker/2020VISION, Frederic Landes, Ian Saggars, Norfolk Coast Partnership, Eleanor Church, Ross Hoddinott/2020VISION

