

APPOINTMENT OF CONSERVATION ADMINISTRATOR

Background

Lincolnshire Wildlife Trust operates across Greater Lincolnshire. It is aligned with 45 other Wildlife Trusts and the Royal Society of Wildlife Trusts, giving us a confident, national and global voice beyond our local focus. Our vision is for a thriving natural world, with our wildlife and habitats playing a valued role in addressing the climate and ecological emergencies, and people inspired and empowered to take action for nature.

The UK is one of the most nature depleted countries in the world, with increasingly fragmented remnants of habitat isolated across our land and seas. The Trust has an ambition to change this. Our '30 by 30' objective is for at least 30% of land and sea to be actively managed for nature's recovery by 2030. Currently we estimate that just 7.5% of land and sea meet this target in Lincolnshire.

The charity has an annual turnover of circa £3M; is supported by over 27,000 members, 1,000 regular volunteers and around 80 members of staff. We engage, educate and enthuse people about wildlife through our c.100 nature reserves, which receive over 800,000 visits per year, events and education offerings and through our social media channels which have a following of over 25,000 with 600,000 users of our website.

General duties

Based at the Trust's headquarters, the Conservation Administrator will provide support to the Head of Conservation and wider Department. The post-holder will co-ordinate the collation of evidence and will lead on developing effective systems to gather information and statistics for the Department; they therefore should be able to research, digest, analyse and present material clearly and concisely. Support will also need to be provided to volunteers, placements and interns where appropriate and the post-holder will administer key meetings. The full range of duties is set out in the job description (see document J324-310).

Conditions of employment

This is a full-time (35 hours per week) permanent position. The salary offered is circa £22,000 pa dependent on qualifications and experience. There is a flexible hours system in operation. Weekend and Bank Holiday work may occasionally be necessary for which time off in lieu is allowed. The annual leave entitlement is 23 days plus Bank Holidays and three privilege days at Christmas. In addition, a generous contributory pension scheme is offered, plus an enhanced sick pay scheme and life assurance. We also provide an independent and confidential staff welfare support service. We provide a rewarding and enjoyable working environment that is friendly and open to all.

Person specification

The Conservation Administrator will need to show good knowledge and understanding of administration and finances processes. The post-holder needs to have meticulous attention to detail and the ability to work on a variety of tasks simultaneously. Excellent communication (written and oral), teamwork and interpersonal skills are a must as is time management and forward planning. They must be able to influence and make balanced decisions under pressure as well as being able to build and maintain strong relationships. Further requirements for this post are detailed in the person specification (see document J324-212).

Applications

Candidates should complete all sections of the application form provided and return it along with a short covering letter or email explaining their interest in the post. CVs will not be accepted as a substitute for the application form.

Completed applications should either be:

- emailed to hr@lincstrust.co.uk with the words “Conservation Administrator” as the subject reference
- posted to the Chief Executive, Lincolnshire Wildlife Trust, Banovallum House, Manor House Street, Horncastle, LN9 5HF and the envelope marked 'Confidential'

to arrive no later than **noon on 19 November 2024**. Interviews will be held on 27 November, 4 or 5 December 2024 at our Headquarters in Horncastle. There is no flexibility on these dates and times offered, as there are concurrent recruitment processes for other posts. Approved interview travel expenses of up to £100 will be paid. As users of the disability confident scheme, we guarantee to interview all disabled applicants who meet the minimum criteria for the vacancy.

Only those candidates selected for interview will be notified. If you do not hear from us by the end of November, you should assume that your application has been unsuccessful.