



Sheffield &
Rotherham

APPLICANT PACK:
ASSISTANT
ECOLOGIST
WILDSCAPES



ABOUT SHEFFIELD & ROTHERHAM WILDLIFE TRUST

Sheffield & Rotherham Wildlife Trust is one of 46 Wildlife Trust working for wildlife across the UK. We are a registered charity and company, with a Board of 13 Trustees drawn from our membership. We are part of the local community, working to protect and enhance the natural environment of Sheffield and Rotherham for the benefit of people and wildlife. For over 30 years we have protected important wildlife, habitats and green spaces that matter to local people. We directly manage 16 Nature Reserves, thanks to our many volunteers, including the internationally important moorland at Blacka Moor, the much-loved Wyming Brook, the beautiful woodlands at Greno Woods and the locally important 'space to breathe' at Sunnybank.

Every year we engage with thousands of people of all ages, and have nearly 6,000 subscribing members and a rapidly growing social media following. We reach out to communities in some of the most deprived parts of the country through our Natural Neighbours programme. We run an Outdoor Learning Service for children and young people of all ages and abilities and we work with older, vulnerable, isolated adults to support them engaging back in to their communities through our Wild@Heart nature programme.

Recent projects include the delivery of natural flood risk management schemes with the Environment Agency on the Rother, recording the return of the otter along the River Don and producing the first ever State of Nature report for Sheffield. We are the lead partner for the successful Sheffield Lakeland £4 million Heritage Fund landscape partnership. We also take action for wildlife and green spaces under threat, supporting other groups and working with local people to campaign on issues that threaten our natural environment and local wildlife. Recent campaigns include opposing a Motorway Service Area on the Local Wildlife Site and ancient woodland at Smithy Wood, asking for a Street Tree Strategy for Sheffield and the retention of the Chelsea Road elm tree. We are also working together with other Wildlife Trusts to call for a 'Wilder Future' and a new strong Environment Act.

To find out more about our work please take a look at our website here: <https://www.wildsheffield.com/>

Wildscapes Consultancy (both a CIC and part of the Trust) works to improve places for people and wildlife by providing a range of land management and ecology services. Profit generated by the social enterprise is re-invested back in to the Trust's charitable activities - into our Nature Reserves, wildlife and habitat conservation, community engagement and campaign work.



ABOUT WILDSCAPES CIC

At Wildscapes, we're a small and rapidly expanding team with big ambitions. We're on the lookout for exceptional individuals with a hands-on approach who can help drive our business forward.

As a registered Community Interest Company (CIC) and commercial subsidiary of the Sheffield & Rotherham Wildlife Trust we have conservation at the heart of everything we do. All our profits are reinvested back into the charitable work of our parent company, creating a better future for wildlife, people and the green spaces of Sheffield, Rotherham, and beyond.

We support our clients to ensure projects are carried out with a detailed sensitivity to habitats and conservation whilst achieving their outcomes. Working with a variety of clients and operating across many sectors, we provide solutions with tangible benefits.

The main services we currently deliver are:

Ecology - protected species surveys, licensing, mitigation, habitat management plans, ecological management plans, planning consultation, and biodiversity net gain support

Land Management – pond and wetland creation, site maintenance, tree planting, soft landscaping, heather moorland restoration, habitat maintenance and creation

Further information about the consultancy can be found on our website www.wildscapes.co.uk and made available for candidates shortlisted for interview.



ABOUT SHEFFIELD & ROTHERHAM WILDLIFE TRUST

Why work for us?

We strive to offer opportunities for our employees to realise their ambitions, whether you're embarking on your career or bring with you a wealth of skills and experience. Through regular performance and development reviews, access to internal and external training, and support to achieve professional memberships and accreditations, we'll help you progress.

We're passionate about the work we do and teamwork is a huge part of that. Wildscapes is a multi-disciplinary consultancy with opportunities to work across a broad range of projects. We expect our employees to be adaptable and dedicated team players, supporting their colleagues to succeed too. We are big believers in work/life balance and are committed to supporting the wellbeing of our employees. Wildscapes uses a blended working policy, allowing you to work flexible hours from your home or the office. We actively encourage our employees to build time into their day to exercise and experience nature, whether it's a lunch time walk in the park or a team meeting in our wildlife garden just outside the office.

Benefits

Working for Wildscapes and the Trust, you will get a fantastic package of benefits including:

- Competitive salary
- 20 days annual leave plus public holidays and an additional 2/3 days annual leave over the Christmas shutdown (based on FT contract)
- Bonus leave days awarded with length of service
- Blended / flexible working
- Pension scheme with 9% employer contribution
- A dedicated personal annual training budget
- Seasonal uniform and PPE
- Payment of applicable professional membership fees
- Use of company vehicles
- Complimentary access to a range of Sheffield & Rotherham Wildlife Trust events and WILD Knowledge training sessions
- Other benefits of being linked to the Wildlife Trust, such as discounts at select retailers (outdoors stores etc.)
- Access to a free, professional and confidential counselling & support service



JOB DESCRIPTION

Job Title: Wildscapes Assistant Ecologist

Responsible to: Wildscapes Senior Ecologist and Ecology Team Manager

Responsible for: Casual and Seasonal Ecologists, Volunteers

Salary: £17,374.50 - £23,452.83 dependent on experience, 9% Pension (after qualifying period)

Duration: Permanent

OVERALL PURPOSE

To assist in the delivery of ecological surveys and related contracts by Wildscapes CIC.

In particular, the role will assist in delivering Preliminary Ecological Appraisals (PEAs), Ecological Impact Assessments and Biodiversity Net Gain Assessments and support Wildscapes Senior Ecologists in the delivery of protected species work.

The successful candidate will support Wildscapes Senior Ecologists and the broader team in ensuring that Wildscapes CIC is an innovative social enterprise with an excellent reputation, delivering for people, wildlife, the natural environment, and Sheffield & Rotherham Wildlife Trust.

MAIN RESPONSIBILITIES

- Providing quotes to customers as required, supported by a Senior Ecologist - this responsibility will vary depending on level of experience.
- Supervision and coordination of volunteers, subcontractors and work experience placements.
- Coordination of Ecology administration, financial and other business processes with WS Central team and Trust
- Coordination of data management and reporting processes
- Project administration, coordination of h&S project documentation as required
- Assist with carrying out Preliminary Ecological Appraisals, Ecological Impact assessments and Biodiversity Net Gain Calculations
- Support the Senior Ecologists and other specialists in the delivery of protected species work
- Supporting the preparation of high-quality ecological reports and advice on time and within budget

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JOB DESCRIPTION CONTINUED

MAIN RESPONSIBILITIES continued

- Provide/coordinate GIS input to the consultancy
- Supervising maintenance and management of field kit
- Assist with the management of the finances of ecological projects
- Ensure an excellent level of health and safety while carrying out their role
- Present a professional image of the consultancy and Trust at all times

A level of independent working will be expected - this applies to both practical field work but also desk-based work. In conjunction with support from the Senior Ecologist and broader team, this will create a strong pathway for professional development and career growth



PERSON SPECIFICATION

This section deals with the knowledge, skills and expertise required for the post.

Please note this list will be used as a guide to assess suitability for the post.

Experience

Essential

- Some relevant ecological experience. Experience gained on voluntary positions and graduate candidates with less experience will be considered
- 1-2 years' experience delivering ecological contracts, ideally in a commercial environment is preferable, however more or less experience will be reviewed
- Experience in carrying out Preliminary Ecological Appraisals / Preliminary Roost Assessments.
- Experience assisting on protected species surveys for at least one or more of the following: bats; badgers, great crested newts; water voles; birds or other specialist floral or faunal groups.
- Experience / familiarity with Biodiversity Net Gain
- Experience in producing documents such as ecological reports, inputting results, creating maps.
- Experience in writing or assisting with tenders and quotes

Knowledge

Essential

- Understanding of nature conservation and ecology (including survey techniques)
- Knowledge of project and contract management processes
- Experience of working with Health and Safety in relation to ecology contract delivery
- IT systems including Microsoft Office – Word, Excel etc
- GIS (ideally QGIS)

Desirable

- Good botanical identification skills

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PERSON SPECIFICATION CONTINUED

Skills & qualifications

Essential

- Degree in Ecology or related subject or substantial work experience
- Full driving licence
- Good level of proficiency in practical ecology skills
- Excellent interpersonal and communication skills to work with clients, casual staff and volunteers
- Strong written skills for the purposes of assisting with quotes, tender submissions and report writing

Desirable

- First Aid at Work certificate
- Associate/Graduate member of the Chartered Institute of Ecology and Environmental Management (CIEEM)
- Protected species licenses: level 1 class bat license, level 1 class GCN license

Personal qualities

Essential

- Highly enthusiastic about ecology and nature conservation with a strong willingness to learn by shadowing our senior team
- Ability to organise, manage and prioritise work, without supervision, in order to meet tight deadlines and deliver well-planned work schedules
- Can work cooperatively as part of a team and independently with minimal supervision
- Reliable, pragmatic and professional
- Able to work unsociable hours as required by the needs of the business (e.g. to support bat surveys, white-clawed crayfish surveys)
- Ability to liaise effectively and build good working relationships with a wide variety of individuals and organisations
- A commitment to the work of Wildscapes and the contribution this makes to the Wildlife Trust



DETAILS OF EMPLOYMENT

Salary: £17,374.50 - £23,452.83 dependent on experience

Pension:

All staff who earn over £192 per week (£833 per month) are over 22 and under pensionable age, are automatically enrolled on the SRWT pension scheme.

Following a 3-month postponement, from 6th April 19 onwards this is based on a total of 8% minimum level, 3% by SRWT and 5% by employee.

After 6 month's service (subject to successful probationary period), the employee will be entitled to a 9% contribution which need not be matched.

Anyone who does not meet eligibility criteria will have the opportunity to join the scheme should they wish, although they will not qualify for SRWT contributions.

Working Hours:

The working week for this post is 37.5 (to be agreed with the successful candidate), exclusive of lunch breaks. The post may involve some evening and weekend work for which time off in lieu can be taken. Flexi-time arrangements can be made at the line manager's discretion.

Location:

The post will be based at the Trust's main office on Stafford Road. Staff have the opportunity to blended working combining home and office working. However it is expected that the post holder will be required to visit other project sites and will work throughout Sheffield and Rotherham.

Probationary Period: All new employees are required to undertake a period of probation for 6 months, in which they will be expected to establish their suitability for the post.

Annual Leave: 20 days holiday, plus 3 days to be taken between Christmas and New Year, plus bank holidays pro rata. Staff will also receive a holiday bonus of 1 day per year for the first five years of full time service up to a maximum of 25 days per year. Annual leave entitlement is pro rata for all part time staff.

Length of Contract: Permanent, subject to funding.

Transport provision: Trust staff are required to use public transport wherever practical. However the post holder will have use of a pool of Trust vehicles when needed.

Equal Opportunities: Sheffield & Rotherham Wildlife Trust is striving to be an equal opportunities employer and selection of applicants is based on merit. Please request the full policy document for further details.

