



# APPLICANT PACK: WILDSCAPES CONTRACTS MANAGER

MAY 2022



# ABOUT WILDSCAPES CIC

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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](http://www.wildscapes.co.uk) and made available for candidates shortlisted for interview.



# ABOUT SHEFFIELD & ROTHERHAM WILDLIFE TRUST

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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 SHEFFIELD & ROTHERHAM WILDLIFE TRUST

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## 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

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**JOB TITLE:** Wildscapes Contracts Manager

**JOB NUMBER:** CMW522

**RESPONSIBLE TO:** Business Manager

**RESPONSIBLE FOR:** Wildscapes Land Team, Casual Land Team

## OVERALL PURPOSE

The successful candidate will be an experienced leader excited to help develop the business. They will support the BD Manager and the broader team in ensuring that Wildscapes CIC is a progressive social enterprise with an excellent reputation, delivering for people, wildlife, the natural environment, and Sheffield & Rotherham Wildlife Trust. The Contracts Manager will:

You will manage the Wildscapes Land Team to oversee the delivery of high quality conservation, land management and maintenance contracts. Core services include moorland restoration, invasive species treatment, livestock fencing, tree planting and woodland management, wildlife habitat creation and restoration, and natural flood risk management.

You'll also lead and manage the Wildscapes land management service in a professional and business-minded way, taking responsibility for an excellent level of technical output, quality, and health and safety across the delivery programme

Manage delivery contracts and budgets, and actively seek out and develop new clients to successfully secure contracts.

Support the Wildscapes Business Manager in ensuring that Wildscapes is an innovative social enterprise with an excellent reputation, delivering for people, wildlife, the natural environment and Sheffield & Rotherham Wildlife Trust.

The role requires a hands-on approach including supporting teams on site where required.



# JOB DESCRIPTION CONTINUED

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## MAIN RESPONSIBILITIES:

- Lead and develop the land management service as a successful, profitable commercial social enterprise that supports the aims of the parent company, Sheffield & Rotherham Wildlife Trust.
- Line manage and develop the Land Team to ensure they have the appropriate qualifications, skills and expertise required to undertake their work.
- Manage the work schedule for the Land Team, ensuring contracts are delivered within agreed budgets, cash flow, timescales and quality expectations.
- Seek out new work and identify business opportunities for Wildscapes land management services.
- Develop and price work for tenders and bids, and submit proposals for Land Management contracts
- Source and manage sub-contractors as required, ensuring that high standards are maintained
- Oversee, and when required, directly supervise the delivery of land team commercial contracts. This includes supervising the team in on-site delivery when necessary
- Build excellent customer relationships and ensure work is completed to the standard expected by the client, maintaining effective client communication and quality assurance
- With support from SRWT's Support Services, manage the Wildscapes Land Team budget and finances, including raising purchase orders and invoices and contacting customers for payment, if required
- Work with the Wildscapes Business Manager and the other service leads, to develop business plans and financial targets and report on progress towards them
- Ensure ecological considerations and conservation are factored into Wildscapes' land management delivery
- Ensure excellent health and safety and a high quality of delivery across all projects
- Encourage and support the Land Management Team to contribute and engage across the work of the Trust, including campaigns and all staff activities

## General Duties

- Deliver all according to SRWT's policies (e.g. environmental, HR and health and safety policies)
- Work unsociable hours as required by the business in order to deliver specific contracts
- Present a professional image of the Trust and Consultancy at all times
- Any other relevant duties required of the postholder appropriate to this grade.





# PERSON SPECIFICATION

CRITERIA	ESSENTIAL (E) or DESIRABLE (D)	STAGE CRITERIA IS ASSESSED
<b>EXPERIENCE</b>		
At least 3 years' experience as a Contracts / Commercial Manager within a similar industry sector	E	A, I
Prior experience of working within one or more of the following sectors: ecological contracting, landscaping, agricultural, country-side management and vegetation clearance industries	E	A, I
Successful contract and project delivery experience (within the Civils/Construction industry preferred)	E	A, I
Strong project management experience, running contracts and managing multiple teams on-site	E	A, I
Experienced in maintaining project health, safety, environmental and wellbeing standards	E	A
Experience of seeking out new contract work, pricing, bidding and successfully securing profitable land management contracts	E	A, I
Experience of line managing a staff and volunteers, in both an office and remote location	E	A, I
Experience of developing and maintaining excellent customer/client relationships	E	I
Experience in running and starting new profitable business streams	D	A
Experience of working with ecologists on habitat creation and/or land management projects	D	A
<b>KNOWLEDGE/QUALIFICATIONS</b>		
A knowledge of the land management sector	E	I
A working knowledge of project & contract management processes	E	I
A working knowledge of Health and Safety in relation to on-site land management delivery, including knowledge of CDM	E	I

Assessment stages:

A = Application

I = Interview

T = task

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# PERSON SPECIFICATION

CRITERIA	ESSENTIAL (E) or DESIRABLE (D)	STAGE CRITERIA IS ASSESSED
<b>KNOWLEDGE/QUALIFICATIONS CONT.</b>		
Practical knowledge of a wide range of land management approaches, site management issues and practical conservation tasks e.g. chainsaw, brush-cutter, towing, fencing	E	I
A working understanding of land management, habitat and species conservation in order to be able to converse with clients and spec jobs	E	I
A good working knowledge of Microsoft Word, Excel, PowerPoint.	E	A
A knowledge of wetland and riparian habitat management	D	A
<b>SKILLS</b>		
At least a level 4 or equivalent vocational qualification in a relevant subject.	E	A
Working level of proficiency in practical conservation skills (e.g. construction and maintenance of fences, footpaths, ponds; tree planting, general habitat management).	E	I
Experienced team leader with good interpersonal and communication skills and the ability to support and mentor staff, volunteers and trainees	E	I
Excellent commercial awareness and budget management experience	E	I
Ability to price services to ensure competitiveness and cost effectiveness	E	I

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Assessment stages:

A = Application

I = Interview

T = task





# PERSON SPECIFICATION

CRITERIA	ESSENTIAL (E) or DESIRABLE (D)	STAGE CRITERIA IS ASSESSED
Ability to suggest sound alternative solutions to a client's requirements, to better meet their aims and those of Wildscapes/ SRWT	E	I
Excellent written skills for the purposes of compiling quote and tender submissions	E	A, I
Full driving licence	E	A
IOSH Managing Safely; SMSTS; CSCS card (Gold/Black), Other H&S qualifications	D	A
First Aid at Work certificate or equivalent	D	A
Certificates/competencies in land management e.g. brushcutter, chainsaw, trailer	D	A
Membership of CIEEM or similar	D	A
<b>PERSONAL QUALITIES</b>		
Entrepreneurial outlook and drive	E	I
Reliable, pragmatic and professional approach to work	E	I
Highly motivated and enthusiastic with an ability to enthuse and motivate others	E	I
Ability to organise, manage and prioritise work, without supervision, in order to meet tight deadlines and deliver well-planned work schedules	E	I
Ability to liaise effectively and build good working relationships with a wide variety of individuals and organisations	E	I
A commitment to the work of the Wildlife Trust and the contribution that Wildscapes makes to this work	E	I

Assessment stages:

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# DETAILS OF EMPLOYMENT (MAY 2022)

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**Salary:** £33,299.63 (Programme Manager grade)

**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.

**Hours:** This is a full time role with a working week of 37.5 hours, exclusive of lunch breaks. The post may involve some evening and weekend work for which time off in lieu can be taken. Flexi-time is available by agreement.

**Location:** Sheffield & Rotherham Wildlife Trust, Victoria Hall, 37 Stafford Road, Sheffield, S2 2SF. Staff have the opportunity to blended working combining home and office working. However it is expected that the post holder will visit other premises and project sites throughout South Yorkshire

**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 business performance

**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.

