



**Sheffield &  
Rotherham**  
Wildlife Trust

# APPLICANT PACK: BIODIVERSITY NET GAIN DEVELOPMENT MANAGER

JULY 2022



# 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 over 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 and leading a Street Tree Strategy for Sheffield. We are also working together with other Wildlife Trusts to call for a 'Wilder Future' and the delivery of the Environment Act.

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



# 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 THIS ROLE

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It is an exciting time for Sheffield and Rotherham Wildlife Trust as we work towards our Strategy 2030 at a critical time for nature.

The Trust has successfully applied for funds from the Natural Environment Readiness Fund round 2 (NEIRF2). This will help the Trust and its partners to kickstart a biodiversity unit market, with an initial focus on Sheffield and Rotherham with the potential to significantly expand beyond. Our aims are to ensure our Biodiversity Net Gain (BNG) offer delivers to the highest principles, meets the strategic priorities of the Local Nature Recovery Strategy and supports the work of the Trust.

Our Wildscapes Consultancy already has considerable expertise and track record in the application of BNG across the region. We are now expanding to develop a new business stream that establishes a 'one stop shop' for BNG services by bringing biodiversity units to market. This will draw on land management, monitoring, planning and ecological expertise from across the organisation.

This role will lead and deliver the NEIRF 1-year project. If successful, the post-holder will lead the business development and management of the Trust's BNG offer into the long-term. The post will be based in our Wildscapes Consultancy team, but is expected to work right across the organisation, drawing on expertise in various teams through a working group.

We are seeking someone who is entrepreneurial but committed to the approach of profit for purpose. You will have several years of successful business development and delivery in the environmental sector, ideally in a commercial setting. As we already have expertise in the use of the DEFRA BNG Metric, this is not an essential requirement, but you will need a good understanding of the DEFRA BNG proposals and how they link to other aspects of the Environment Act such as Local Nature Recovery Strategies. The post-holder will commission expert technical advice in a number of key areas, but will need a good understanding of at least two of the following: long-term financial modelling/ cash flow forecasting, land covenants, developing contractual legal agreements with developers and/or planning authorities, conservation land management delivery, UK habitats classification, ecological monitoring.



# 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 up to 5-years
- 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:** Biodiversity Net Gain Development Manager

**Responsible to:** Wildscapes Business Development Manager

**Responsible for:** Students and volunteers

**Salary:** £33,299 p/a, pro rata

**Duration:** 1-year Fixed Term with the potential for conversion to permanent subject to funding depending on business growth in year 1.

## OVERALL PURPOSE

Oversee and manage the Trust's businesses development of biodiversity net gain, developing a 'one stop shop' through our in-house consultancy Wildscapes. Initially this will be through the delivery of a successfully funded DEFRA NEIRF2 project.

The post-holder will identify and bring to market biodiversity units from across South Yorkshire and beyond, with an initial focus on the Sheffield & Rotherham area. They will also develop excellent relationship with specific clients in order to broker the future sale of Biodiversity Units.

## MAIN RESPONSIBILITIES

- Lead and manage the delivery of the NEIRF funded project to kickstart a biodiversity unit market in South Yorkshire and beyond, supporting the delivery of the Trust's Strategy 2030 and the wider SY Local Nature Recovery Strategy as it develops.
- Develop, document and manage the Trust's systems, policies & principles, risk management, legal agreements, financial modelling and ways of working to support the establishment of a sustainable Biodiversity Net Gain (BNG) offer through Wildscapes.
- Commission expert legal advice and financial input as needed to provide templates, worksheets and modelling to develop the BNG business offer for the Trust & Wildscapes.
- Work with the Wildscapes Consultancy Manager to develop our client list and build relationships with developers seeking to purchase biodiversity units in our area.
- Work with our Data and Evidence team, applying modelling in GIS in order to bring forward biodiversity units that deliver to priority habitats within the emerging nature recovery network.
- Work with the Wildscapes Ecology Team and the Trust's Nature Recovery Team to target habitat and species assessments and undertake financial modelling to set and develop a pipeline of receptor sites/biodiversity units.
- Work with the Wildscapes Marketing Officer to develop a comms plan and web platform that promotes our BNG offer. Work with the Marketing & Communications team to create positive narratives and stories about our approach to BNG.

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# JOB DESCRIPTION CONTINUED

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## MAIN RESPONSIBILITIES cont.

- Work across the Trust to connect in to existing relationships with Local Planning Authorities in order to ensure our BNG offer meets the requirements of developing planning policies.
- Actively engage in DEFRA/NEIRF BNG consultations, webinars and similar to continuously develop expertise in this area and share widely across the Trust through internal skill shares, working groups etc.
- Support and train staff and volunteers, both within the Trust and the wider Wildlife Trust movement, to develop their understanding of BNG in practice.
- Seek opportunities for collaboration with other partners and Wildlife Trusts to promote the sharing of best practice and aid the development of a co-ordinated, strategic approach to BNG.
- Understand the Defra BNG Metric and develop BNG monitoring approaches to contribute to the Trust's own data collection systems, evidence reports or funding applications linking in to our Data & Evidence team.
- Develop and document our approach to BNG policies and principles with the Trust.
- Manage the NEIRF project budget and wider business development budget, submitting reports and claims to the funder as required. Actively seek funds and develop new business to grow capacity for this area of work.
- Any other related duties and responsibilities as may arise.

## GENERAL DUTIES

- Undertake any other duties, as requested by the Chief Executive, in line with the level and nature of the post and the aims of the Sheffield & Rotherham Wildlife Trust.
- Work to and promote the Trust's Charitable Objectives, Strategy, policies and procedures, including the Trust's culture statement
- Where appropriate, promote membership of the Trust and the wider services offered by Wildscapes
- Present a professional image of the Trust at all times



# PERSON SPECIFICATION

CRITERIA	ESSENTIAL (E) or DESIRABLE (D)	STAGE CRITERIA IS ASSESSED
<b>EXPERIENCE</b>		
Experience and track record of successful business development and delivery in the environmental sector, ideally in a commercial setting, likely to be demonstrated by at least 3 years in a similar role	E	A/I
Experience of at least two of the following areas: long-term financial modelling/ cash flow forecasting, land covenants, developing contractual legal agreements with developers and/or planning authorities, conservation land management delivery, UK habitats classification, ecological monitoring.	E	A/I
Experience of bringing a new product to market, including setting prices and developing marketing assets	E	I
Experience of developing good working relationships with new clients that have resulted in business growth	E	I
Experience of commissioning expert financial and legal advice	E	A
Experience of leading project delivery, including working through a team of peers, managing consultants, risks plans, budgets and funding	E	A/I
Experience of working with the DEFRA BNG Metric	D	A/I
<b>KNOWLEDGE/QUALIFICATIONS</b>		
Excellent track record and level 5/6 qualification in business development, land management, ecology, conservation or related discipline.	E	A
Excellent knowledge of the current changes to environmental legislation and how this may translate in practice, in particular around the application of biodiversity net gain in relation to planning delivery, nature recovery and nature recovery networks	E	A/I
Good practical knowledge of at least two of the following: long-term financial modelling/ cash flow forecasting, land covenants, developing contractual legal agreements with developers and/or planning authorities, ecological data and monitoring frameworks	E	I
Full driving licence or appropriate means to travel for this job.	E	A

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Assessment stages:

A = Application

I = Interview



# PERSON SPECIFICATION CONTINUED

CRITERIA	ESSENTIAL (E) or DESIRABLE (D)	STAGE CRITERIA IS ASSESSED
Relevant postgraduate qualification eg in business development, CIEEM or equivalent membership	D	A
BNG Metric training	D	A
Understanding of 'stacking' eg with Environmental Land Management Schemes and Carbon Credit	D	A
<b>SKILLS</b>		
Able to work with modelled outputs, datasets and GIS layers in order to bring forward biodiversity units	E	A/I
Able to use IT effectively, including QGIS, Gsuite (gmail etc) as well as internet, MS Word and Excel and a range of online virtual meeting platforms.	E	I
Able to organise and prioritise your own workload effectively	E	I
Able to direct others from different teams and areas of expertise, identify critical pathways and priorities in order to keep projects on track and to task	E	I
Excellent communication and interpersonal skills to promote the Trust's/Wildscapes BNG offer with partners and clients	E	A/I
<b>PERSONAL QUALITIES</b>		
Entrepreneurial, seeking out and responding quickly to potential business opportunities	E	I
Highly motivated and enthusiastic with an ability to enthuse and motivate others.	E	I
Can build good working relationships with a wide variety of individuals with different areas of technical expertise or from different sectors/	E	I

Assessment stages:

A = Application

I = Interview



# DETAILS OF EMPLOYMENT

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**Salary:** £33,299 /pa, pro rata 0.8 FTE (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.

**Working Hours:**

4day/week 30 hours (0.8 FTE). The post may involve some evening work for which time off in lieu can be taken. Flexi-time options are available.

**Location:**

The post will be based at Victoria Hall. Blended working is also available by agreement. The role will require visits to partners, clients and sites.

**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:** 1-year Fixed Term (NEIRF2 funded). Potential for conversion to permanent subject to funding depending on business growth in year 1.

**Transport provision:** Trust staff are required to use public transport wherever practical. (Please read SRWT environmental policy for further guidance). However the postholder 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.



# WORKING FOR SRWT

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The Trust has a suite of policies and procedures that are designed to provide a framework for how we work and support our staff. The following are particular areas that we have given focus to under our current strategy.

## **SAFEGUARDING**

Sheffield and Rotherham Wildlife Trust is deeply committed to safeguarding and promoting the welfare of all children, young people and adults involved in our work across the Trust.

The Trust delivers a range of activities for children, young people and adults that includes some risk of harm. We come in to contact with many people as we undertake our day to day work right across the Trust - from responding to customer enquiries, recruiting members, helping the public on site, delivering activities or supporting a placement student or volunteer. In view of this our safeguarding policy & procedures form a thread across all staff and teams from recruitment to the day to day work we carry out.

Our Safeguarding Group plays an important role in leading our safeguarding activity and all staff carry responsibility in their work. We apply to the Disclosure & Barring Service for an appropriate level of disclosure, and also seek references for successful candidates. All staff take part in a safeguarding induction and identified roles undertake more specific safeguarding training.

## **EQUALITY, DIVERSITY & INCLUSION**

We believe that equality, diversity and inclusion is an essential part of what we do and how we achieve our vision for wildlife. Our workforce, volunteers, and the communities we work with deserve equality of opportunity, benefit from embracing diversity and thrive in an inclusive environment.

The Trust is committed to providing equality of opportunity, addressing lack of diversity and creating an environment that promotes inclusivity. We do not tolerate discrimination, harassment and bullying and aim to provide a working environment where opportunities for recruitment or progression are based solely on merit.

## **CARBON REDUCTION**

The reality and threat of climate change is sadly increasing year on year. Alongside our work to tackle the nature emergency in Sheffield & Rotherham, we are also working to help tackle the climate emergency.

We are doing this through our strategic work, by delivering nature-based solutions that can help lock up carbon and manage flood risk for example. But in addition to that, we are reviewing our day to day operations to seek opportunities to reduce our own carbon footprint wherever we can.

Our strategic ambition is to be zero carbon by 2030 and are currently working to an action plan to help us identify and prioritise where we can reduce our carbon emissions before then turning our focus on how we can offset emissions and use our extensive knowledge & experience of working to protect nature, to implement nature-based solutions that lead to carbon sequestration.

