



APPLICANT PACK: WILDSCAPES CONSERVATION CONTRACTS MANAGER



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 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

Our Wildscapes Consultancy is a key part of delivering and supporting the work of Sheffield & Rotherham Wildlife Trust. Not only does our Consultancy deliver important contracts for nature recovery and conservation, all profits are reinvested back into the charitable work of the Trust, creating a better future for wildlife, people and the green spaces of Sheffield, Rotherham, and beyond.

Wildscapes is a small but rapidly expanding team with big ambitions. We're on the lookout for entrepreneurial people who can help drive our business forward and are committed to our approach of profit for purpose.

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 at different scales and operating across many sectors, we provide solutions with tangible benefits.



We offer Conservation and Land Management and Ecological Services. Recent contracts include: moorland and peat restoration in the Peak District, woodland creation, Great crested newt habitat creation across the region, Nature Reserve habitat management, support to the housing sector and natural flood risk management.

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

ABOUT THE ROLE

This is an exciting time to join Sheffield & Rotherham Wildlife Trust as we take forward our Strategy2030 for nature recovery. You'll be working in a profit for purpose team that is committed to achieving excellence for both clients and for the natural environment.

This role is interesting and varied, offering a great opportunity to expand our growing Wildscapes' Conservation Contracts Service. You'll provide leadership as well as expert technical guidance, taking a substantial degree of personal responsibility & autonomy for a wide range of land management, conservation & maintenance contracts.

The experience and enthusiasm you bring will enable you to lead and develop the team, inspiring them to deliver a high quality service. We will need you to be able to support contracts from beginning to end, including developing client relationships and work streams, co-ordinating tenders, providing project management and technical expertise and ensuring high standards.



ABOUT SHEFFIELD & ROTHERHAM WILDLIFE TRUST

Why work for us?

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.

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.

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 Conservation Contracts Manager (CMW522)
Responsible to:	Wildscapes Consultancy Business Manager
Responsible for:	Wildscapes Land Team, Casual Land Team
Salary:	£37,287 pa pro rata + 9% pension contribution (after qualifying period)
Hours:	0.8 or 1 FTE options (for discussion with the successful candidate)
Contract Type:	Permanent
Location:	Flexible and blended working from office, home and on site

OVERALL PURPOSE

Lead the Wildscapes Conservation Contracts Team in a professional and business-minded way, managing contracts and budgets and ensuring all work is delivered to an excellent standard for both the client and the Consultancy.

Oversee the delivery of high quality conservation, land management and maintenance contracts including moorland restoration, invasive species treatment, livestock fencing, tree planting and woodland management, wildlife habitat creation and restoration, and natural flood risk management.

Develop the Contracts Service, building the team and seeking out new opportunities. Work with the Wildscapes Consultancy Manager to ensuring that Wildscapes remains an innovative social enterprise with an excellent reputation, delivering for people, wildlife, the natural environment and Sheffield & Rotherham Wildlife Trust.

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 Conservation Contracts Service to ensure they have the appropriate qualifications, skills and expertise required to undertake their work.
- Manage the work schedule for the Team, ensuring contracts are delivered within agreed budgets, cash flow, timescales and quality expectations.
- Seek out new work and identify business opportunities for Wildscapes Conservation Contracts Service



JOB DESCRIPTION CONTINUED

- Develop and price work for tenders and bids, and submit proposals for Conservation Contracts
- Source and manage sub-contractors as required, ensuring that high standards are maintained
- Oversee, and when required, directly supervise the delivery of Conservation Contracts 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 Conservation Contracts 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' conservation and land management delivery
- Ensure excellent health and safety and a high quality of delivery across all projects
- Encourage and support the Conservation Contracts 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

ESSENTIAL CRITERIA	STAGE CRITERIA IS ASSESSED
EXPERIENCE	
Significant experience as a Contracts / Commercial Manager within a similar industry sector which may be demonstrated by at least 3-5 years' experience	A, I
Significant experience of working within one or more of the following sectors: landscaping, agricultural, land/countryside management, conservation or vegetation clearance industries	A, I
Strong project management experience, running contracts and managing multiple teams on-site	A, I
Experienced in maintaining project health, safety, environmental and wellbeing standards	A
Experience of seeking out new contract work, pricing, bidding and successfully securing profitable land management contracts	A, I
Experience of line managing a staff and volunteers, in both an office and remote location	A, I
Experience of developing and maintaining excellent customer/client relationships	I
KNOWLEDGE/QUALIFICATIONS	
Significant knowledge of the land management sector	I
Significant working knowledge of project & contract management processes	I
A working knowledge of Health and Safety in relation to on-site land management delivery, including knowledge of CDM	I
Practical knowledge of a wide range of land management approaches, site management issues and practical conservation tasks e.g. chainsaw, brush-cutter, towing, fencing	I
A working understanding of land management, habitat and species conservation in order to be able to converse with clients and spec jobs	I

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Assessment stages:

A = Application

I = Interview

T = task



PERSON SPECIFICATION

CRITERIA	STAGE CRITERIA IS ASSESSED
KNOWLEDGE/QUALIFICATIONS CONT.	
A good working knowledge of Microsoft Word, Excel, PowerPoint.	A
SKILLS	
At least a level 4 or equivalent vocational qualification in a relevant subject. Or equivalent experience	A
Experienced team leader with good interpersonal and communication skills and the ability to support and mentor staff, volunteers and trainees	I
Excellent commercial awareness and budget management experience	I
Ability to price services to ensure competitiveness and cost effectiveness	I
Ability to suggest sound alternative solutions to a client's requirements, to better meet their aims and those of Wildscapes/ SRWT	I
Excellent written skills for the purposes of compiling quote and tender submissions	A, I
Full driving licence	A
Personal Qualities	
Entrepreneurial outlook and drive	I
Reliable, pragmatic and professional approach to work	A
Highly motivated and enthusiastic with an ability to enthuse and motivate others	I
Ability to organise, manage and prioritise work, without supervision, in order to meet tight deadlines and deliver well-planned work schedules	I
Ability to liaise effectively and build good working relationships with a wide variety of individuals and organisations	I
A commitment to the work of the Wildlife Trust and the contribution that Wildscapes makes to this work	A/I

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PERSON SPECIFICATION

DESIRABLE CRITERIA	STAGE CRITERIA IS ASSESSED
Experience of the Civils/Construction industry	A, I
Experience in running and starting new profitable business streams	A, I
Experience of working with ecologists on habitat creation and/or land management projects	A, I
IOSH Managing Safely; SMSTS; CSCS card (Gold/Black), Other H&S qualifications	A, I
First Aid at Work certificate or equivalent	A, I
Certificates/competencies in land management e.g. brushcutter, chainsaw, trailer	A, I
Membership of CIEEM or similar	A, I

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DETAILS OF EMPLOYMENT

Salary: £37,287 pa pro rata (Department 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% employer 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 role is offered with the choice of 0.8 or 1 FTE (full time equivalent). These options will be discussed with the successful candidate. A full time working week is 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 also available.

Location: Sheffield & Rotherham Wildlife Trust, Victoria Hall, 37 Stafford Road, Sheffield, S2 2SF. Staff have the opportunity to blended working combining home, site 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.

