

Job Description – Wilder Landscapes Support Officer

Job Title: Wilder Landscapes Support Officer

Department: Conservation Policy and Evidence

Reporting to: Wilder Landscapes Advisor

Place of Work: Woods Mill with opportunities to work remotely. Occasional travel to locations across Sussex may be required.

Job Purpose

To support the Wilder Landscapes work of the Sussex Wildlife Trust through mapping, communications, project support work and administrative functions.

This job description is a reflection of the current position and may change.

Responsibilities

1. Use ARC GIS to produce and interpret a suite of contextual site maps – specifically in relation to land advice work and the targeting of nature recovery and nature based solutions to climate change.
2. Liaise with, document and process landowner/manager contacts as needed, to enable an efficient and effective landowner/manager response function.
3. Draft or edit communications and advice pieces relating to SWTs Wilder Landscapes work and produce web and comms content as required.
4. Support the Wilder Landscapes Advisor with administrative tasks including scheduling meetings, triaging emails, and tasks related to the organisation of *Wilder Horsham District*, *Sussex Flow Initiative*, *Lost Woods of the Low Weald*, *Weald to Waves* and other relevant projects and initiatives.
5. Liaise with external stakeholders and project partners as required
6. Support Wilder Landscapes Advisor to develop priority work streams such as ecosystem engineers, SWT's climate strategy and localised networks for nature.
7. Support the Conservation Policy and Evidence department and colleagues as required
8. Ensure confidentiality at all times, only releasing confidential information obtained during the course of employment to those acting in an official capacity
9. Comply with the requirements of Data Protection and GDPR
10. Have a flexible approach to working hours, working unsociable hours, evenings and weekends (and emergency cover), as part of an agreed rota may be required on occasion
11. Responsible for the Health, Safety and Welfare of self and others and to comply at all times with the requirements of Health and Safety Regulations
12. Comply with the Trust's Policies and Procedures
13. Comply with the Trust's Behavioural Framework.

The above list should not be regarded as exhaustive, from time to time staff may be required to carry out other such duties as determined by the Trust.

KEY RELATIONSHIPS

Internal

1. Wilder Landscapes Team
2. Conservation Policy & Evidence Team, Specifically Wilder Horsham District and Sussex Flow Initiative Teams
3. Teams across the whole trust

External

4. Landowners/Land Managers and Farmers
5. Partners of Landscape projects managed by SWT Landscapes Team
6. External stakeholder organisations and community groups

Experience	Essential	Desirable
Experience of ArcView GIS	✓	
Experience in GIS digitisation, interpretation and presentation		✓
Adapting writing style for different media or audiences	✓	
Inspiring people about conservation issues		✓

Knowledge	Essential	Desirable
Sound understanding of issues relating to .Nature's Recovery	✓	
A familiarity/understanding of Sussex habitats and species		✓

Skills	Essential	Desirable
Ability to work across teams with a wide range of people	✓	
Excellent IT and administrative skills	✓	
Excellent organisational skills with the ability to work to agreed work programmes	✓	
Effective communication, both verbally and in writing	✓	

Personal Qualities	Essential	Desirable
Personable	✓	
A demonstrable personal commitment to taking effective action for wildlife		✓
Having diversity and inclusion as core values	✓	
A high level of commitment, enthusiasm and self-motivation with a flexible and professional approach to work	✓	
A self-disciplined approach to work and ability to work independently as needed	✓	
Ability to work collaboratively as part of a team and to support colleagues where appropriate	✓	

Imagination, resourcefulness and diplomacy		✓
The ability to have challenging and constructive conversations		✓
Organised	✓	