



**Sussex**  
Wildlife Trust

# RECRUITMENT INFORMATION PACK



Chalk Hill Blue Butterfly - Derek Middleton

# Welcome



**Sussex**  
Wildlife Trust

Formed in 1961 and supported by over 39,000 members Sussex Wildlife Trust is focused on improving the natural environment for the benefit of wildlife and people. We are also part of the 46 Wildlife Trusts across Britain, the biggest charity movement in the UK collectively working for nature.

Sussex Wildlife Trusts deep knowledge of the county, its habitats and wildlife make us well placed to lead nature's recovery in the county so our towns and countryside are rich in wildlife, and we are part of an economy where nature matters. We are backed by a strong team of Trustee, staff, and volunteers who all share our passion and commitment to Sussex Wildlife Trust and our charitable objectives.

This information pack contains all you need to know about the role on offer, and it will give you a flavour of our amazing charity and the vital work we do for wildlife and people across all of Sussex. As you read through this pack, and explore our website too, I hope you will be inspired by all that the Trust has to offer and will be excited by the opportunity to show us what you can bring to our team. We look forward to receiving your application!

Chris Corrigan  
CEO





Beadlet Anemone

# About Us

The Sussex Wildlife Trust was formed in 1961 and is now the largest local organisation dedicated to protecting the wildlife and natural environment across Sussex.

We are a conservation charity for everyone who cares about nature in Sussex. We focus on protecting the wonderfully rich natural life that is found across our towns, countryside and coast.

We want our Sussex to be a home for nature's recovery. A place where people and wildlife can thrive together, where people can enjoy nature and the health and wellbeing benefits it provides.

## **What do we do?**

We manage over 30 nature reserves across Sussex that people can explore and enjoy  
We act to protect the wildlife and the natural environment across Sussex  
We create opportunities for people of all ages to learn about nature and connect with it  
We inspire people through our events, publications and courses to care for nature  
We conduct research that supports the conservation of nature in Sussex  
We engage with policy makers and other organisations to encourage positive change.

## **We believe that nature is too important to lose.**

By working alongside local people we create opportunities for us all to connect with nature, and for nature to thrive in even the most unlikely places. Together we can make sure that future generations living in Sussex will be able to enjoy the sense of wonder and well-being that nature offers. **Together we can make Sussex life richer.**





Blue Tit – Barry Cook

# Our Vision



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## Our Wild Sussex

Sussex Wildlife Trust has been championing wildlife and wild places in Sussex for 60 years, deepening peoples understanding of the beauty and importance of our natural world.

### *Vision*

- A Sussex rich in wildlife, valued and protected by everyone

### *Our Strategic Goals 2030 –*

- Diverse groups and individuals to take action for wildlife and wild places across all of Sussex
- Restore abundant wildlife across large scale landscapes and the sea
- Create climate resilient landscapes and thriving wildlife habitats

### *Our Transformations –*

- Build a stronger, more inclusive and diverse organisation
- Restore and protect 30% of Sussex land and sea for nature
- Inspire 1 in 4 people to take meaningful action for nature
- Becoming a net zero organisation by 2030

### *Our Enabling Priorities –*

- Undergo a root and branch digital transformation, internally and externally
- Ensure we retain and develop a strong evidence base to inform our work
- Maximise the wildlife value and resilience of our nature reserves
- Grow and diversify our supporter base and funding support to achieve more for nature

**ACTING TOGETHER FOR OUR WILDLIFE AND WILD PLACES**





Fox – David Philips

# Our Values

Values help us have direction and purpose; like a guiding compass they are the principles to choose between right and wrong ways of working, influencing decisions and choices.

Sussex Wildlife Trust's values are to be innovative, passionate, collaborative and inclusive.

## ***Innovative***

- Develop bold and courageous ways to restore wildlife and inspire people at scale

## ***Passionate***

- Be the strongest advocate for nature in Sussex, informed by evidence and learning

## ***Collaborative***

- Work in partnership to achieve our goals, to reach new audiences and work at scale

## ***Inclusive***

- Where difference is celebrated, and everyone feels respected and able to contribute to their full potential

# What we offer

## Pay

Whether you are Reserves Officer shaping habitats for wildlife or a Finance Officer crunching the numbers, you are vital to the achievement of our vision for a wilder future. We want to make sure that you stay with us and feel valued, recognised and rewarded. So we benchmark our salaries against similar organisations to make sure we offer a competitive salary for all. We are also a living wage employer.

## Pension

Securing your future is as important to us as securing the future for wildlife. You will be auto enrolled in our company pension scheme with Royal London <https://www.royallondon.com/> if your salary meets the qualifying limits. Currently only workers earning more than £10,000 – and aged between 22 and State Pension age – will be automatically enrolled into the workplace pension. SWT pays 6% and the employee has to contribute 3%. Employees can choose to make a higher contribution, but must inform HR.

## Life Assurance

For peace of mind for you and your family, we offer SWT Pension Scheme Members 2 x Salary, Non Pension Scheme Members 1 x Salary.

## Holidays

Whether you want to hibernate or travel south for the winter, you will receive a generous 25 days holiday plus 8 bank holidays each year (pro-rated for part time staff). Your holiday entitlement will increase with your length of service to a maximum of 36 days per year. An extra 1 day on completion of 2 years' service, and 2 days after 5 years service. The Trust may be closed for a Winter Shutdown between Christmas and New Year. Leave during Winter Shutdown is given to staff in addition to their annual leave entitlement.

## Flexible Working

As we work to tip the balance in favour of nature, we are keen to ensure that our employees have a healthy work life balance too. We are always ready to talk to staff about ways we may be able to support this. We have a number of staff who work part time, from home or with flexible working patterns. Should an employee wish to submit a flexible working request, they should refer to the Trust's Flexible Working Policy and Procedure. The Trust operates a flexitime scheme which allows staff a level of flexibility with regard to their hours and working time.

## Health and Wellbeing

Like nature, should you need support to recover, we offer enhanced sick pay above your statutory entitlement. We also fund counselling sessions for employees who would like help with their mental health and wellbeing as part of our Employee Assistance Programme.





Fly Agaric © Peter Brooks

# What we offer



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## **Learning and development**

We ensure that wildlife has a habitat to thrive in and we do the same for our staff. We commit to ensuring that our employees have the skills, knowledge and experience they need in order to excel at their role. We recognise talent and actively support professional training and career development.


## **Team building and social activities**

Although we like to work hard, we also like to have fun. We encourage and organise a range of activities to give staff plenty of opportunities to build good relationships across and within teams. Through regular staff meetings and get-togethers and trips out to see wildlife on our reserves, it's important to love where you work and so we encourage everyone to take part and feel part of the amazing family that is the Trust!

## **Why Sussex Wildlife Trust**

We offer an extraordinary place to work – our team are a passionate, friendly and dedicated bunch of advocates for the natural world. We truly love what we do and we're an ambitious lot as well. Our exciting vision for the future drives us all forward, creating a buzzing energetic vibe in the office and beyond.

# How to apply




Please complete the online application and explain why you will be the perfect person for the role. Please don't include any personal information in your statement. You'll need to demonstrate, with detailed examples, how you meet the job requirements.



We shortlist candidates against the job requirements and person specification.

We will let you know if you have not been shortlisted for the position.



Our interview process normally consists of formal questions, a presentation or task, and a chance for an informal chat.

We sometimes invite people back for second interviews.



# Guidance Notes

## Shortlisting

The selection panel will consider all applications objectively. They will assess whether you have addressed the person specification criteria detailed in the job description and whether your previous experience is suitable for the requirements of the role.

Where there is high volume of applications, the selection panel will shortlist the candidates who have best demonstrated that they meet the requirements. Please remember that the selection panel is not able to make assumptions about what is written in your application, so be explicit about how you meet the criteria.

## Candidates not selected for Interview

You will receive a message informing you if you have not been selected for interview. We are also unfortunately unable to provide feedback at this stage of the process.

## Interview

If you are successful at the shortlisting stage, we will invite you to attend an interview. There will be at least two people on the panel and they will ask you a set of structured questions.

Depending on the post, we may use other selection methods in addition to the interview. This may be completing a task which would be carried out in the role, such as a written exercise. We may also ask you to make a presentation. If this is the case, you will be advised prior to the interview and provided with any necessary information to assist you in the task. If there is anything we can do to make your visit to the Trust more comfortable, please advise our HR team as soon as possible.

## Unsuccessful Candidates

If you are unsuccessful at the interview stage, we will contact you to let you know. If you would like feedback at this stage, please contact our HR team who will co-ordinate a response from the panel.

## Successful Candidates

If you are successful in the interview, you will be contacted by telephone and verbally offered the position.

A formal written offer will be sent to you as soon as possible and this will be subject to two satisfactory references, DBS clearance and work permit (if applicable).





Bladderwort at Filsham © Neil Fletcher

# Guidance Notes

## **Criminal Records**

Some posts within Sussex Wildlife Trust are exempt from some provisions of the Rehabilitation of Offenders Act 1974 because they involve working with vulnerable adults or children or have access to sensitive information. In these cases, the Trust is entitled to ask for details of all spent and unspent convictions.

If you are successful at being appointed to one of these posts, we will ask you to complete a form from the DBS and any offer of employment will be subject to a DBS clearance.

Please note that a criminal record will not necessarily prevent you from being employed by Sussex Wildlife Trust and each case will be considered individually.

## **Work Permit**

If you are appointed, you will need to provide proof that you are entitled to work in the UK prior to starting work with the Trust. EU residents will need to provide proof of Settled Status/Leave to Remain in the UK. Please note Sussex Wildlife Trust are unable to sponsor visa applications.

## **Data Protection**

Your application will be treated as confidential. Information collected through the recruitment process is kept on file for 12 months and is then securely destroyed.

If you are successful, information collected through the recruitment process will be retained on your personnel file.



# Our Diverse Sussex

## Our vision for Equality, Diversity and Inclusion

The Wildlife Trusts believe that everyone should have the opportunity to experience the joy of wildlife in their daily lives, and we are committed to putting equality, diversity and inclusion at the heart of our organisation and our growing movement for nature.

Our vision of a wilder future for all goes hand in hand with the creation of a diverse organisation that reflects the communities that we serve. The differences of thought, skills, ideas and experience brought by a diverse team of staff and volunteers will be invaluable in tackling the future challenges faced by nature and wildlife.

However, we recognise that our workforce needs to better reflect the communities in which we live and work, and we are currently not doing as well as we would like to attract diversity within our workforce. Nature conservation is currently one of the least diverse professions in the UK and we must do far better to encourage and inspire people of all backgrounds to join our team.

## Where we are now

Today our gender and age diversity is good within the Trust. Women are well represented and we have a good spread of different ages within the staff. Based on our gender pay gap calculations, on average (median) men and women are paid equally at the Trust.

We do, however, recognise that there is much work to be done on improving representation in other areas, particularly with regards to ethnic and racial diversity across our volunteer base, staff body and board of trustees. We are not as diverse as we want to be, or that nature needs us to be.

We have successfully delivered paid traineeships and apprenticeships over a number of years, as a means to access employment in the sector. We are now working on a equality, diversity and inclusion strategy to take a more proactive approach to the issue.

## Our commitments

We are committed to ensuring we reflect and represent all parts of society by improving access to jobs and training opportunities for groups currently under represented in our sector.

We are committed to ensuring a working environment in which all individuals are free from discrimination and in which opportunities are equal to all.

We encourage applications from all sections of the community, particularly those underrepresented within our sector, including people from black, Asian, minority Ethnic backgrounds and people with disabilities.

We are committed to creating a movement that recognises and truly values individual differences and identities.



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