



**Sheffield &
Rotherham**
Wildlife Trust

APPLICANT PACK:

Nature Recovery Project Officer (Water)

April 2025



ABOUT SHEFFIELD & ROTHERHAM WILDLIFE TRUST

Sheffield & Rotherham Wildlife Trust is an independent, local environmental charity governed by a Board of Trustees drawn from our local community. We are one of 46 Wildlife Trusts working across the UK for nature and people.

We are working towards an exciting and ambitious Strategy2030 which is summarised below:

Our Vision

Throughout Sheffield & Rotherham, from our streets & neighbourhoods to the wider countryside, there will be an abundance of nature that is protected, cared for and experienced by everyone.

Our Ambitions

- 30% of land and water is great for nature by 2030 and an abundance of wildlife everywhere
- 1 in 4 people taking action for nature
- 5 minutes to nature for everyone

Our teams protect important wildlife, habitats and green spaces that matter to local people. We directly manage 15 Nature Reserves, thanks to our many volunteers and dedicated staff, 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.

Recent projects to support nature recovery include the delivery of natural flood risk management schemes with the Environment Agency on the Rother and Limb Brook in Sheffield, the purchase of Ughill Farm to demonstrate nature-friendly farming and partnering on a feasibility study to return the beaver to South Yorkshire. We are the lead partner developing a £5 million landscape-scale nature recovery project in Rotherham. And we host and co-ordinate the South Yorkshire Woodland Partnership accelerating woodland creation across the region.

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 support our local community to take action for nature, campaigning on local issues that threaten our natural environment and wildlife. Recent campaigns include saving Owlthorpe Fields, which faced the threat of development but has now been partly designated as a Local Wildlife Site. We also support Nature Recovery Sheffield and Rotherham – a movement of people taking action for nature - and established the Sheffield Street Tree Partnership following the well-publicised dispute in the city.

Working with our local communities is central to what we do, helping people to better connect with nature. Our Community Nature Advisers empower people to take action in their local green spaces. And our Outdoor Learning team provide opportunities for children and young people of all ages and abilities to enjoy and appreciate nature. For older, vulnerable, and isolated adults, our Wild@Heart green prescribing programme provides dedicated activities to connect with nature that also supports mental health & wellbeing.



Wildscapes is the Trust's commercial Consultancy working to improve places for people and wildlife by providing a range of land management and ecology services. Profit generated by the social enterprise is reinvested back into the Trust's charitable activities - into our Nature Reserves, wildlife and habitat conservation, community engagement and campaign work.

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

ABOUT THE ROLE

■ We are seeking an enthusiastic Project Officer to support our Nature Recovery, Land and Water team with the delivery of a Water Restoration Funded project, "Connecting Limbs". The project is a catchment-scale development project which will promote natural process recovery across the River Sheaf catchment to create, restore and enhance a variety of water-dependent habitats for a range of ecosystem services. It will connect communities from different walks of life with their local river and the natural and built environment through education, engagement and citizen science.

JOB DESCRIPTION

■ **JOB TITLE:** Nature Recovery Project Officer (Water)

JOB NUMBER: NRPO-25

RESPONSIBLE TO: Nature Recovery Manager

OVERALL PURPOSE

To support the Nature Recovery, Land and Water team, to deliver the Connecting Limbs project.

In addition, the role will provide ad hoc support to other members of the Nature Recovery, Land and Water team, where appropriate.

MAIN DUTIES

- Field surveying: Undertake a range of field surveys / walkovers to gather data and identify opportunities for natural process recovery interventions and natural flood management opportunities to support with the development of a catchment-wide delivery programme
- Data handling and report writing: managing large datasets and reporting on field survey data for further GIS / remote sensing analysis



- Engagement: Develop relationships with partners and stakeholders across the catchment and attend regular meetings (occasionally outside of normal working hours).
- Support other Land and Water officers in their roles within project

General Duties:

- Finance administration: Purchasing items, invoicing, records management
- Undertake any other duties as required by the NR Manager, commensurate with skills and responsibilities; (such as supporting with reporting, claiming and monitoring processes).
- Working to and promoting the Trust's Charitable Objectives, Strategy, policies and procedures, including the Trust's culture statement
- Presenting a professional image of the Trust at all times



PERSON SPECIFICATION

CRITERIA	ESSENTIAL (E) or DESIRABLE (D)	STAGE CRITERIA IS ASSESSED
EXPERIENCE		
Degree or relevant experience in environmental/earth sciences, ecology and conservation and/or practical land and water management	E	AI
Experience of undertaking methodological field surveys / data collection, analysis and reporting writing	E	AI
Experience of engaging with a range of stakeholders as part of environmental / conservation / restoration / river and land management	E	AI
Knowledge of fluvial geomorphology / river science / hydrology / soil science	D	AI
Experience of bid writing, reporting and claiming to/from funders.	D	A
Experience appointing and managing contractors in a habitat restoration context.	D	A
Experience of managing volunteer teams in the field delivering restoration / conservation tasks.	D	A
Experience of gaining permissions from regulators including the Environment Agency and Natural England.	D	A
KNOWLEDGE & QUALIFICATIONS		
Minimum 1-2 years of relevant experience in the environmental sector.	E	AI
Degree or equivalent qualification / relevant experience in environmental/earth sciences, ecology and conservation and/or practical land and water management	E	AI
Driving license	E	A
Knowledge/experience of River Condition Assessment for watercourses, Biodiversity Net Gain.	D	A
Knowledge/experience of River Habitat Survey methods and technique	D	A



Knowledge/experience of River fly monitoring	D	A
SKILLS		
Excellent organisational skills, able to handle multiple tasks and meet deadlines	E	AI
Excellent time management skills and the ability to remain calm and focussed under pressure	E	AI
Knowledge and experience of using ICT (Google Suite)	E	A
Excellent communication skills and the ability to communicate technical information to non-technical audiences	E	A
PERSONAL QUALITIES		
Adaptable, open to change, and willing to take on challenges with enthusiasm	E	A
Highly motivated with an ability to enthuse and motivate others	E	A
Ability to work independently and on own initiative but coordinate with others	E	A
High standards of professionalism (Inc. being helpful and polite) and confidentiality	E	A
An excellent record of attendance and punctuality	E	A



DETAILS OF EMPLOYMENT (April 2025)

Salary: £22,276.80 (0.8FTE) (£27846 FTE) Project Officer 1 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, the pension contribution 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: The working week for this post is 30 hours, exclusive of lunch breaks depending on the successful candidate's preference. The post may involve some evening and weekend work for which time off in lieu can be taken. Flexi-time arrangements are also available.

Location: The post will be based at the Trust's main office on Stafford Road. Staff have the opportunity of hybrid working for up to 2 days/week (or pro rata). However, it is expected that the post holder will be required to visit other project sites and will work throughout Sheffield and Rotherham.

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: 31 days' holiday including Bank Holidays, of which 3 days to be taken between Christmas and New Year. 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 5 additional days per year. Annual leave entitlement is pro rata for all part time staff.

Length of Contract: Permanent, subject to funding.

Transport provision: Travel to site is required for this role. 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.

Safeguarding: In line with Sheffield & Rotherham Wildlife Trust's commitment to safeguarding the post holder for this role will be subject to reference checks.



WORKING FOR SRWT

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.

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.

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.

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 into 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.

