
ROLE PROFILE
Cyber Security Manager
GROW WITH US
WOODLAND
TRUST

OUR VISION

We're creating a world where woods and trees thrive for people and nature.

RESTORE

We restore the ecological condition of existing native woods and trees, to increase resilience and create conditions for nature and people to thrive.

PROTECT

We protect ancient, veteran and valuable woods and trees, to stop the loss of irreplaceable habitat and carbon stores, preserving the UK's natural heritage.

CREATE

We create quality native woods and get native trees growing to benefit nature, climate and people into the future.

OUR ORGANISATIONAL NATURE

WOODLAND TRUST

Our Organisational Nature is at the heart of how we work together. It helps us understand what it means to be part of the Woodland Trust and empowers us to make an impact every day. Our people embody these ways of working, inspiring and enabling each of us to play a part in achieving our vision.

A greener, healthier future for our planet starts right here with you.

Grow Together

We are a team that grows together; made up of unique roles and expertise. We communicate effectively, forging partnerships inside and out, building understanding and trust, valuing differences and recognising each other.

Explore

We know exploration is important, it's how we come up with the best ideas. We won't always get it right but learn and share as we go. We are bold about who we are and encourage healthy challenge.

Focus

We create clarity and stay focused, ready to adapt when we need to. We are empowered to take the time to reflect so that we can develop and work smarter.

Make it Count

We need to create a lasting positive impact. We keep the big picture in mind, harnessing passion and inspiring others to connect with us as we aim to make a genuine difference.

JOB DESCRIPTION

WOODLAND TRUST

Job Title: Cyber Security Manager

Job Code: WT1110

Salary: £60,815 per annum

Contract: Full-Time, 2-Year Fixed Term

Reports to: Head of Technology Operations

Department: Digital Enablement

Team: Security Team

Location: Hybrid

Our Working from Home (Hybrid working) policy is flexible and the frequency of time spent working between your contracted office and your home will vary across teams and job roles.

WHAT YOU'LL DO

WOODLAND TRUST

Main purpose of the job

The Cyber Security Manager is responsible for developing, implementing and continuously improving the Woodland Trust's cyber security capabilities, governance framework and security culture. The role ensures the confidentiality, integrity and availability of organisational information, systems and services while enabling the Trust to safely deliver its strategic objectives.

Reporting to the Head of Technology Operations, the role provides leadership across cyber security governance, risk management, compliance, security operations, incident response, supplier assurance and awareness activities. Acting as the Trust's cyber security subject matter expert, the role will build strong relationships with stakeholders across the organisation, helping to embed security by design and risk-informed decision making into technology, business processes and organisational change.

The Cyber Security Manager will lead the development of the cyber security function capable of supporting a modern, cloud-first organisation while ensuring compliance with legal, regulatory and best-practice requirements.

WHAT YOU'LL DO

WOODLAND TRUST

Key Responsibilities:

- Lead the delivery and continuous improvement of the Cyber Security Strategy and roadmap.
- Lead the development, maintenance and review of cyber security policies, standards, procedures and controls.
- Act as the Trust's lead cyber security adviser, providing expert guidance to senior leaders, projects and operational teams.
- Own and maintain the cyber security risk register, ensuring risks are identified, assessed and managed appropriately
- Lead cyber security governance activities and provide regular security reporting, metrics and risk updates to leadership and governance forums
- Ensure compliance with applicable legislation, regulatory requirements and recognised frameworks including UK GDPR, Data Protection legislation, Cyber Essentials and NIST.
- Lead security incident response activities, coordinating investigation, containment, recovery and lessons learned.
- Oversee security monitoring, threat detection, vulnerability management and remediation programmes.
- Ensure effective operation, optimisation and assurance of security technologies and services.

WHAT YOU'LL DO

WOODLAND TRUST

Key Responsibilities (continued):

- Provide security oversight and assurance for technology projects, architecture reviews and organisational change initiatives.
- Champion Secure by Design principles across cloud, infrastructure, applications and data services.
- Lead supplier security assurance activities and support procurement, contract management and third-party risk reviews
- Develop and deliver an organisation-wide cyber security awareness and education programme.
- Promote a positive security culture and increase cyber security accountability across the Trust.
- Support organisational resilience through cyber incident exercises, business continuity and disaster recovery planning
- Monitor emerging cyber threats, vulnerabilities and industry developments, recommending appropriate action.
- Build effective relationships with internal stakeholders, external partners and auditors to strengthen organisational security capability.
- Line manages a team providing support and guidance as required.

WE WANT YOU TO:

WOODLAND TRUST

GROW TOGETHER

- **Be a leader** – taking responsibility for inspiring, mobilising and supporting others to deliver on our strategic goals.
- **Collaborate with purpose** – collaborating effectively with others where it will add value and result in clear and positive impact.
- **Build relationships** – being approachable and developing positive relationships. Making connections internally and externally to pursue shared goals, expand learning opportunities and grow influence. Help others to connect and nurture positive relationships,.
- **Communicate Effectively** – being clear and adapting communication styles to connect with others effectively.

EXPLORE

- **Evolve and continuously improve** – having the courage to question previously held beliefs and seeks out opportunities to continuously improve the way we work
- **Be able to challenge** – showing courage and ability to challenge, be challenged and respond to challenge constructively to enable us to keep improving how we deliver on our strategic goals
- **Reflect and learn** – taking opportunities to reflect, learn and improve.

FOCUS

- **Take effective decisions** – balancing considered, evidence-informed decision taking and quick, decisive action depending on the situation
- **Adapt** – being proactive and flexible; able to take on board new information and respond effectively to a changing internal and or external environment.
- **Prioritise for impact** – building visions/ strategies/plans that have a clear purpose, set of outcomes, monitoring and evaluation and activity that is prioritised based on the impact they will have.

MAKE IT COUNT

- **Deliver results** – getting work done in a way that is environmentally, financially and ethically sustainable, is considerate of people's wellbeing and always considerate of the broader impact.
- **Inspire and influence** – connecting people with what we do, inspiring and influencing them to stand with us for the benefit of the cause.

PERSON SPECIFICATION

		Essential/Desirable (E/D)	Where
You'll have experience	Developing and delivering cyber security strategies, roadmaps and improvement programmes.	E	Application/Interview
	Leading cyber security governance, risk management, compliance activities, incident response and security monitoring capabilities.	E	Application/Interview
	Conducting security risk assessments, implementing risk mitigation plans and providing reports to senior stakeholder.	E	Application/Interview
	Developing and maintaining security policies, standards and controls.	E	Application/Interview
	Delivering security assurance across projects, cloud platforms and technology change initiatives.	E	Application/Interview
	Managing vulnerability management, penetration testing and remediation programmes.	E	Application/Interview
	Managing third-party suppliers, security assessments and outsourced security services.	E	Application/interview
	Leading, coaching and developing technical teams and fostering a positive security culture.	E	Application/interview
You'll Need to Know	About Cyber Security Governance, Risk and Compliance (GRC) principles and UK GDPR legislation and best practice.	E	Application/Interview
	Security frameworks and standards including Cyber Essentials, NIST and NCSC guidance.	E	Application/Interview
	About cloud security principles and Microsoft security technologies (Defender, Sentinel, Entra ID, Purview).	E	Application/Interview
	About Identity and Access Management, Privileged Access Management, Zero Trust principles and Vulnerability Management and Security Assurance methodologies.	E	Application/Interview

PERSON SPECIFICATION

			Essential/Desirable (E/D)	Where
You'll have a desire to	Grow together	Be a leader and collaborate Communicate and build relationships	E	Interview
	Explore	Evolve, reflect and learn Be able to challenge	E	Interview
	Focus	Adapt and prioritise Take effective decisions	E	Interview
	Make it count	Deliver results Inspire and influence	E	Interview
You'll be qualified in	CISSP, CISM		E	Application/Onboarding
You'll be qualified in	Any of the following other security certifications: • Microsoft Certified: Cybersecurity Architect Expert • Certified in Risk and Information Systems Control (CRISC) or equivalent risk management qualifications • Certified Cloud Security Professional (CCSP) or equivalent cloud security certification		D	Application/Onboarding
You'll be subject to	Pre-employment checks including Right to Work and confirmation of employment history (3-years).		E	Onboarding