



Suffolk
Wildlife Trust

People & Culture Manager

Recruitment Pack



Lackford Lakes

The visitor centre at Lackford Lakes is the Trust's 'gateway to nature' in West Suffolk

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The opportunity

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As People & Culture Manager you will be an authentic and inspiring leader who brings significant experience of developing and implementing people and culture strategies aligned to the charities vision and values.

Reporting to the CEO, the overall objective is to provide high level operational oversight to the work of People & Culture as well as lead a broad range of culturally informed People & Culture functions, including HR advisory, culture & change management, recruitment, learning & development, performance development & review processes, performance management, staff wellbeing, HR reporting, policy development and review.

You will bring exemplary IT and administrative skills, you will have a positive, proactive attitude to the role to ensure efficiency, compliance, best practice, and supportive internal communication to support our work for nature.



Could this be your next step?

This is an exciting career opportunity and the chance to make a real impact for nature

Suffolk Wildlife Trust is the county's nature charity – protecting and restoring Suffolk's wildlife.

Since the Trust was founded in 1961, we have been leading conservation efforts in Suffolk and have safeguarded some of the county's most important wildlife areas as nature reserves.

As a grass-roots organisation, we aim to deliver our ambition to '**Bring nature back**' by inspiring people and empowering communities to care and to act for nature, as well as managing our 51 nature reserves and advocating for wildlife.

We are championing two collective targets in Suffolk that everyone in society can help to achieve, by 2030:

- To protect and restore 30% of Suffolk's land and sea for nature recovery
- To inspire and support 1 in 4 people in Suffolk to take action for nature and climate



Our ambition

To inspire and support 1 in 4 people in Suffolk to take action for nature and climate

Suffolk Wildlife Trust is an organisation that makes a difference.

We are a registered charity with a Board of Trustees, 100 members of staff, 1,300 volunteers and 28,000 members. The Trust is part of The Wildlife Trusts – a UK federation of 46 local Wildlife Trusts that together has a powerful collective voice with over 850,000 members and caring for more than 2,300 nature reserves.

We have five departments across the charity, each with a senior leader or ‘Head of’ responsible for a key area of activity and a team of Managers who bring operational leadership to their area of activity.



Our culture matters to us and enables us to achieve more for wildlife:

Suffolk Wildlife Trust is a gutsy organisation that seeks to learn from experience and embraces new ideas.

We are driven by our shared passion for nature and support each other to be the best we can. We constantly strive to communicate and collaborate brilliantly, representing the Trust in a welcoming, professional and well-informed manner.

Every staff role has three key areas of focus to support our mission to bring nature back. Typically, you should expect to spend 80% of your time on these.

1. EMPLOYEES

- Bring leadership to all People and HR related matters, taking responsibility and ownership for their ongoing development and excellence.
- Partner with the Senior Leadership Team to align all People and Culture activities to Suffolk Wildlife Trust's strategy.
- Support the Operational Leadership Team and managers to build an empowering work place through effective HR processes, coaching and support.
- Create, update and maintain all HR related policies, procedures and guidance.
- Provide coaching for Managers in all aspect of people management including communication, decision making, fairness and consistency.
- Bring leadership to the delivery of our Equality, Diversity and Inclusion Framework.
- Work with the Finance Manager to prepare monthly payroll.
- Use IT effectively to ensure all staff to have access to relevant policies, processes and templates to support efficient people management.
- Lead safer recruitment practices and act as alternate safeguarding lead.
- Liaise with colleagues across the Wildlife Trusts federation to maintain best practice and innovation.



2. VOLUNTEERS

- Develop an organisation wide volunteering strategy to support the delivery of our 2030 strategy and maintain the Trust's core strength as a grass roots volunteer led charity.
- Drive the development and delivery of volunteering guidance, procedures and policies to ensure that volunteering is delivered in an effective, efficient and safe way with EDI at its core.
- Foster the organisational culture around volunteering, to ensure that an excellent and rewarding volunteering experience is had by new and existing volunteers.
- Lead skills development and training across all teams to support colleagues to recruit, manage and retain volunteers.
- Manage the Volunteer Coordinator to ensure that volunteers are able to continue to play an important role in the work of the Trust, and that their involvement is enabled through effective recruitment, induction, training and support.
- Build strategic relationships and project opportunities with external regional volunteer management organisations.



3. CULTURE

- Develop, maintain and role model a culture that is open to change and innovation, and support collaboration, respect and accountability.
- Develop a culture of leadership across the organisation so that Trust staff are skilled appropriately to deliver against strategic plans.
- Maintain a culture where staff records are securely maintained and that online systems (Breathe) and contract information are kept up to date, with relevant templates and guidance documents available for Line Managers to locate the information.
- Build an oversight of staff well-being programmes, engaging with mental health first aiders to ensure they are suitably supported and skilled, reviewing and renewing the Employee Assistance Programme and Occupational Health schemes and other resources to minimise workplace stress as necessary. Provide awareness through articles and internal communications for staff news updates.
- Maintain and develop a comprehensive induction process to support all new starters when joining the Trust.
- Drive initiatives that embed organisational values-based culture into practice.
- Lead organisational development initiatives such as employee feedback and develop action plans from employee feedback to address areas for improvement.



HOW WE WORK

Our culture matters to us and enables us to achieve more for wildlife.

Your role description explains the core purpose of your role. What is equally important is how you do it:

Suffolk Wildlife Trust is a gutsy organisation that seeks to learn from experience and embraces new ideas.

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SUPPORTING COLLEAGUES

This is a cross-team role, providing support to colleagues through the systems and processes you manage, and your can-do attitude and approach.



Our culture fosters leadership

We strive to empower our teams with a 'freedom within a framework' approach

The skills we need you to bring

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A personal commitment to Suffolk Wildlife Trust's mission to bring nature back	✓
CIPD level 5, plus 5+ years experience in an HR leadership role	✓
Experience of developing and delivering strong and supportive volunteer processes and culture.	✓
Experience of leading and developing organisational culture, strong internal communications and effective feedback loops.	✓
Experience of developing and establishing new systems and ways of working	✓
Track record of providing HR support and policy advice to a management team	✓
A positive, adaptable, can-do approach	✓
A strong sense of responsibility & personal motivation	✓
High level of personal integrity and honesty, able to maintain confidentiality & professionalism	✓
Excellent IT skills, including Microsoft 365 suite and HR systems	✓
Supremely organised with a flair for making life simpler for everyone through effective systems and process management	✓
Excellent written skills, with experience of producing policies, papers, reports & presentations - with an eye for design and relentless attention to detail	✓

And in return...

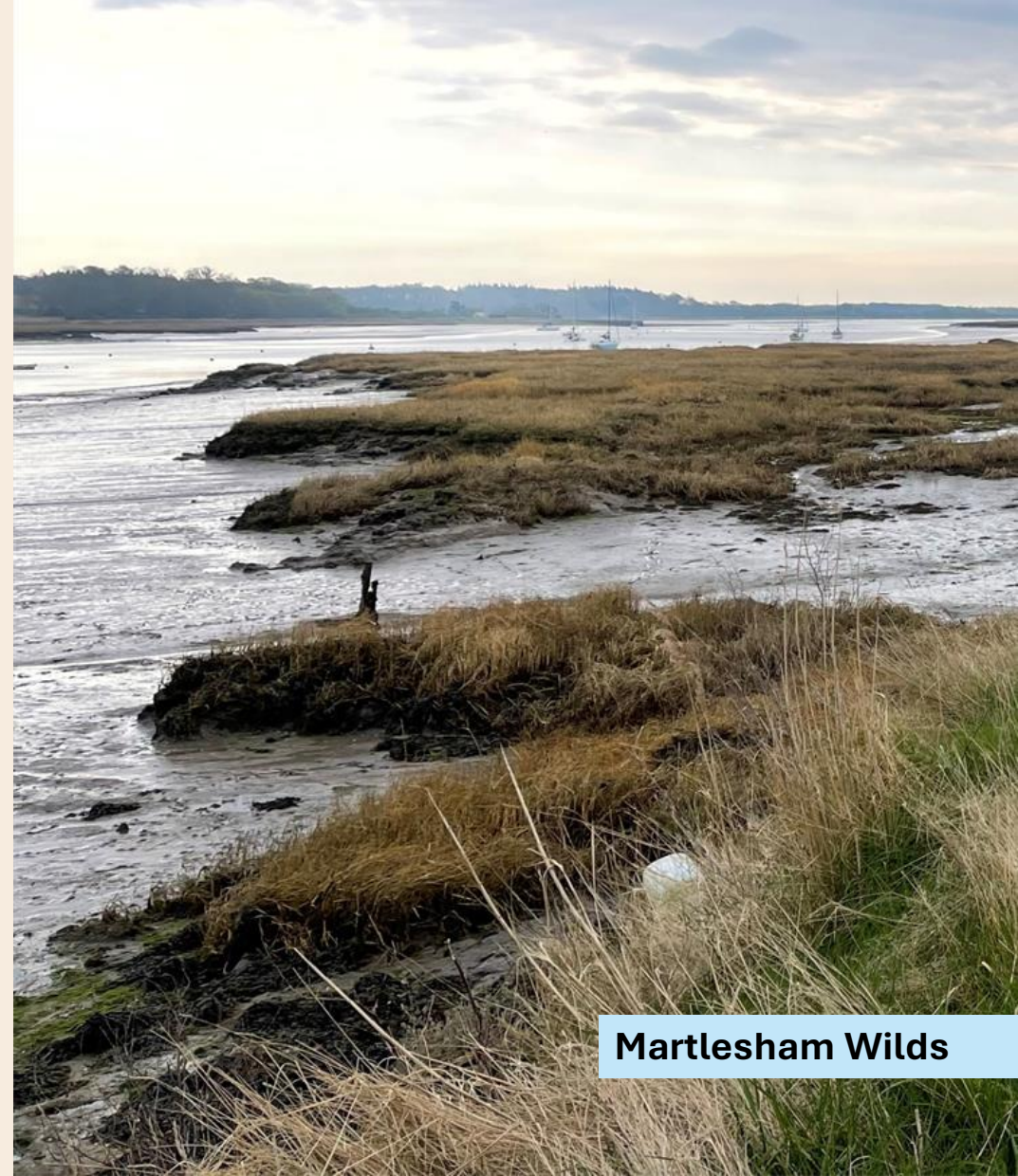
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This role is based at our Brooke House office in Ashbocking. Regular travel across Suffolk and beyond will be integral to the delivery of this role and a full driving licence is an essential requirement.

This is a permanent role with a standard 37.5 hour Monday to Friday week. Some weekend & evening activities will be necessary to fulfil the role.

Salary £37,000 - £38,985pa dependent on experience

- 9% pension contribution with no mandatory employee contribution
- 33 days annual leave including bank holidays, increasing to 38 over your first five years
- Bonus day off for your birthday
- Dedicated 24-hour Employee Assistance Programme for you and your household
- Free life insurance to give you a little reassurance
- Free online access to a private GP for you and your household
- Discounts in high street retail outlets
- 10% staff discount in our cafes and shops
- Joining a passionate organisation dedicated to improving our natural world
- Working across some of the most beautiful locations in the county



Martlesham Wilds

If you're excited by the opportunity, tell us why we need you on our team.

To apply, please send us your **CV along with a covering letter** (max 3 sides A4) addressing the following four points:

1. **Why this role?** Tell us about the personal qualities and experience you would bring to the role.
2. **Why you?** Tell us about your skills and expertise as an HR professional that you will bring to the role to support our staff and volunteers.
3. **Tell us about you as an innovator.** Please tell us about three projects you have been responsible for creating and leading, to develop your organisation's culture and processes.
4. **Why Suffolk Wildlife Trust?** Why would we be your chosen career move?

This role reports directly to our CEO, Christine Luxton. If you would like an informal chat about the role, please email: christine.luxton@suffolkwildlifetrust.org



How to apply

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CLOSING DATE FOR APPLICATIONS:

8am on Monday 14th October

SEND YOUR APPLICATION TO:

recruitment@suffolkwildlifetrust.org

Please use the subject line 'Application for People & Culture Manager'

INTERVIEWS WILL BE ON:

Tuesday 22nd October
at Brooke House, Ashbocking.

Please indicate your availability with your application.

Thank you for your interest in bringing your talents and skills to Suffolk Wildlife Trust – we look forward to meeting you.



Carlton Marshes



**Suffolk
Wildlife Trust**



**Together, we can create a
wilder Suffolk for everyone**