

Essex Wildlife Trust

**Business Partner – Culture
Maternity Cover**



**Essex
Wildlife Trust**





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We have an opportunity for a suitably qualified individual to join us at Essex Wildlife Trust as our culture lead within our People and Culture team.

About Essex Wildlife Trust

We are the county's leading nature conservation charity, committed to protecting wildlife and inspiring a lifelong love of nature. We are one of the largest Wildlife Trusts in the UK.

This is the most important decade in the history of nature conservation and an exciting time to be joining us. If we are to tackle the climate crisis and the ecological crisis, we need the best people to rally around environmental protection.

Our values are [Impactful](#), [Collaborative](#), [United](#) and [Proactive](#).



The Role

At Essex Wildlife Trust, we believe that a strong, positive culture is the foundation of success. We pride ourselves on having passionate staff and volunteers who are dedicated to conserving and protecting the natural environment for wildlife and the people of Essex. We foster an inclusive and wellbeing focussed work environment where staff can thrive and work collaboratively towards achieving our vision of “a county rich in wildlife with people connected to nature”. Our relaxed and professional work environment is conducive to creativity and innovation, and staff are encouraged to proactively share their ideas and work together to achieve our strategic aims and objectives. Overall, our culture is one that values its people and the planet we are working to protect.

The Business Partner - Culture is responsible for the delivery of The Trust’s culture plan, ensuring that the Trust is a high-performing, high impact, people-centred organisation. Working closely with the Head of People and Culture, the role will partner and engage with staff across all departments and all levels of seniority. This role holds responsibility for contributing to the development of the culture strategy and development and delivery of associated plans, with a focus on the key workstreams of Equality, Diversity & Inclusion, Wellbeing, Safeguarding/Safety and Sustainability - whilst ensuring the Trust’s values are embedded across a combined workforce of staff and volunteers to develop a healthy, inclusive and safe working environment where everyone is thriving and achieving their potential.



As an experienced people professional, you will develop initiatives and interventions across the Trust to ensure the Trust is a listening, responsive employer, and develop a variety of methods to demonstrate inclusive practices to ensure all employees and volunteers have a voice at the Trust. You will ensure Employee Voice is at the forefront of the development of culture, and the Trust's core values are central to the development of all cultural initiatives. You will also play a key role in the development and management of staff forums for the key cultural workstreams, ensuring that forums are representative and drive forward the cultural agenda to meet the Trust's strategic aims. The People and Culture team is close-knit and collaborative encompassing HR, Volunteering, Culture and Learning and Development. We work hard to ensure everyone at the Trust has a positive experience, with a strong culture, clear expectations, professional processes and procedures to support, and the required training and development to deliver their roles and grow in their career with us.

We are an engaging team of individuals, curious, questioning, explorative; we love to introduce innovations and new ways of working, and seek solutions to improve the working experience – for ourselves in the People and Culture team and for others. We are communicators – we like to talk, to share, to engage and to embrace diversity of thinking.



Description

- In collaboration with the Director of People & Culture, and the Head of People and Culture, working cohesively to deliver a successful and strategically aligned Trust-wide culture programme that supports a high-performance, high impact culture.
- Drive the implementation of the Trust's culture strategy and plans, with a focus on the main workstreams of Equality, Diversity & Inclusion, Wellbeing, Safeguarding/Safety and Sustainability, collaborating and partnering with management and staff within the Trust to ensure cultural practices are embedded across the organisation and combined workforce, whilst demonstrating innovation and creativity. Contribute to the ongoing implementation of culture change across the Trust, modelling change.
- Develop initiatives and interventions across the Trust to ensure the Trust is a listening, responsive employer, and develop a variety of methods to demonstrate inclusive practices to ensure all employees and volunteers have a voice at the Trust. Ensure Employee Voice is at the forefront of the development of culture, and the Trust's core values are central to the development of all cultural initiatives.
- Play a key role in the development and management of staff forums for the key cultural workstreams, ensuring that forums are representative and drive forward the cultural agenda to meet the Trust's strategic aims.
- Support the development of Equality, Diversity & Inclusion plans and initiatives at all levels of seniority and across all departments and functions of the Trust, to ensure that staff reach their potential, and are fully supported in the delivery of their work.
- Progress the Trust's sustainability and innovation agenda and ensure sustainability processes are integrated within teams. Engage with and influence all levels of staff and volunteers in relation to the sustainability agenda to ensure innovations are heard, explored and considered and sustainability becomes culturally ingrained within the Trust.
- Seek continuous improvements for the Trust. Work collaboratively with different teams and individuals in the implementation of innovative and sustainable ways of working. Optimise the use of sustainable resources where possible to obtain best value for the Trust and encourage and influence other staff and volunteers to do the same, in accordance with Trust values, aspirations and business context(s).

- Work closely with the Head of People and Culture to develop and implement the Trust's wellbeing strategy and plan, ensuring that staff wellbeing is supported in order to create a positive working environment where individuals can thrive, and performance is maximised.
- Play a key role, working collaboratively, in ensuring that a culture of compliance and safety specifically in relation to safeguarding is embedded in the Trust. Co-ordinate the Trust's safeguarding forum and support the development and delivery of essential and mandatory training relating to safeguarding, ensuring the wider organisation is educated with regard to responsibility for safeguarding. Work collaboratively with H&S to ensure cohesion in the cultural approach to safety in all forms across the Trust.
- Organise initiatives and staff events that foster positive employee engagement such as supporting the Operational Leadership Team in the management of staff events and co-ordinating the employee recognition programme.
- Responsible for the day-to-day management of the reception provision at Abbots Hall, including the line management of the reception volunteer team. Ensure a professional reception support service is provided to all internal and external stakeholders. Pro-actively develop processes and improvements within the function, streamlining tasking and increasing efficiencies in daily work.
- Produce regular metric reports relating to key performance indicators for relevant cultural workstreams, working closely with Business Partners and Officers across the People & Culture directorate to ensure cohesive and consistent reporting across all functional areas in the directorate.
- Work effectively with colleagues across the Trust and demonstrate the values of being Impactful, Collaborative, United and Proactive.
- Demonstrate and develop skills, attitudes, and behaviours in line with the Trust's Competencies Framework.
- Work closely with colleagues and counterparts across the Wildlife Trusts movement, sharing idea and best practice, in the spirit of collaboration and continual improvement.
- Undertake any other duties assigned by the Head of Culture & Development that are deemed to be within the scope of the role and the contract of employment.

Hot drinks

- Tea / Herbal Tea £1.40
- Black Coffee £1.80
- White Coffee £1.80
- Cappuccino £2.00
- Caffe Latte £2.00
- Espresso £2.00
- Doble Espresso £2.20
- Macchiato £2.00
- Mochaccino £2.00
- Chocolate £2.00
- Strong B...



FOOD ALLERGIES and INTOLERANCES

Please speak to our staff about the ingredients in your meal, when making your order. Thank you.

Bike + Essex = Cake

Abberton's Special
Fresh Bacon Rolls

ELIZABETH

Person Specification

- Qualified to CIPD Level 5 as a minimum or willing to work towards Level 5 with equivalent relevant experience.
- Commitment to own continuous professional development.
- Proven experience of developing and implementing strategies, policies and procedures.
- A good knowledge of organisational culture theories and practices.
- A good knowledge of Equality, Diversity & Inclusion, Sustainability, and Safeguarding.
- Experience or knowledge of how to develop, influence and drive culture change.
- Team management experience.
- Experience within, or an understanding of, the voluntary sector.
- Experience of inspiring and motivating teams and getting the best out of people.
- Outstanding organisational skills and good project and time management skills with evidence of the ability to manage multiple projects.
- Excellent verbal and written communication skills with strong attention to detail, and the ability to build positive relationships with and influence a range of stakeholders.
- Good analytical skills and experience of producing metrics and writing reports.
- Is proactive and enthusiastic with a willingness to take responsibility.
- Can work individually and in a team environment.
- Has a strong commitment to conservation and wildlife.

Additional Information

- The role may entail some evening and weekend working.
- The role requires an interest in working for a charity that is determined to protect wildlife for the future and for the people of Essex.
- The role requires the ability to drive, including a full driving licence and use of a vehicle, though pool vehicles may sometimes be available.
- The role is based at Great Wigborough, Essex, but requires regular travel across the county and beyond, with mileage paid for additional travel.



Terms

This role is a maternity cover position working 30 hours per (we can be flexible on hours and days). We are proud of the flexible working practices at Essex Wildlife Trust and would be happy to consider requests to work flexibly. The starting salary for this post is £23,100 per annum (FTE £28,875) and based at our Head Office location at the beautiful Abbots Hall in Great Wigborough. Essex Wildlife Trust offers flexible homeworking arrangements. Further details of the hybrid-working arrangements will be shared at interview.

Annual leave entitlement starts at 26 days per annum increasing annually to 29 days plus Bank Holidays. We provide company sick pay increasing with length of service, an employee assistance programme, a combined 8% contribution pension scheme, staff social days, colleague nomination scheme and discounts in our Nature Discovery Centres.

How to Apply

To apply for this opportunity, please submit an online application via our website by 9:00am on Monday 28 October 2024. The interviews will be held on Thursday 07 November 2024. We're ideally looking for someone to commence mid-December 2024.

Thank you for your interest in this position and I look forward to receiving your application.

Helena Beattie, Head of People and Culture

