



**Sheffield &  
Rotherham**  
Wildlife Trust

# APPLICANT PACK: Water Contracts Manager

July 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, recording the return of the otter along the River Don and producing the first ever State of Nature report for Sheffield. We are the lead partner for the successful Sheffield Lakeland £4 million Heritage Fund landscape partnership. We are working with others to ensure that tree planting and woodland creation is coordinated through the South Yorkshire Woodland Partnership.

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 the Sheffield Swift Network helping to address the decline in swift populations and we set up and support the Sheffield Street Tree Partnership.

Working with our local communities is central to what we do, helping people to better connect with nature. Projects such as Nextdoor Nature empowers people to take action in their local green spaces. Our Outdoor Learning team provides 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 nature programme provides dedicated activities to enjoy nature and nature's benefits.

Wildscapes consultancy works 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 conservation, community engagement and campaign work.

Wildscapes Consultancy's turnover and profitability has grown considerably in recent years and there is potential to build on this further through the existing pipeline and framework agreements as well as some exciting opportunities in development.

The consultancy can work across the country but has a regional focus, delivering contracts both through Sheffield and Rotherham Wildlife Trust and the subsidiary 'Wildscapes Community Interest Company' (CIC). All staff are employed by the Trust. The Consultancy Manager reports to a small Board and the CEO of the Trust.

Services include:

- Ecology: biodiversity net gain, protected species and habitat surveys, licensing, mitigation, management plans, planning and architect support.
- Land Management: habitat creation, moorland restoration, fencing, tree planting, site maintenance, school grounds, soft landscaping etc.
- Water contracts: creation/restoration of ponds through the GCN DLL framework and private contracts, river restoration and natural flood management.

To find out more about our work please take a look at our websites here:

<https://www.wildsheffield.com/>

<https://wildscapes.co.uk/>



## ABOUT THE ROLE

To lead and manage the delivery of the NE GCN DLL framework, including any similar contracts where required, ensuring work is delivered to an excellent standard for both the client and the Consultancy.

Manage the delivery of all DLL work packages within the DLL framework pond contract across all regions in the broad operating range, which currently spans across North Yorkshire, South Yorkshire, Derbyshire and North Lincolnshire. With support from the wider team (Water Team Manager and Consultancy Manager) focus on increasing the delivery output and quality of this project.

Core tasks cover the whole project process from contract issue to invoicing and delivery, and includes landowner engagement, contractor liaison, site & staff management, adhering to an operations budget and completing the required documentation of the framework.

When required, to provide further supervision and support to the wider Wildscapes Team in the delivery of a range of wider projects and habitat management tasks. Core services include moorland restoration, pond creation, invasive species treatment, livestock fencing, tree planting and woodland management, wildlife habitat creation and restoration and natural flood risk management.



# JOB DESCRIPTION

**JOB TITLE:** Wildscapes Water Contracts Manager

**JOB NUMBER:** WWCM-25

**RESPONSIBLE TO:** Wildscapes Consultancy Manager

**RESPONSIBLE FOR:** Water Team Assistant and Casual Staff

## OVERALL PURPOSE

To lead and manage the delivery of the Natural England (NE) Great Crested Newt (GCN) District Level Licensing (DLL) framework, including any similar contracts where required, ensuring work is delivered to an excellent standard for both the client and the consultancy.

Manage the delivery of all DLL work packages within the DLL framework pond contract across all regions in the broad operating range, which currently spans across North Yorkshire, South Yorkshire, Derbyshire and North Lincolnshire. With support from the wider team (Water Team Manager and Consultancy Manager) focus on increasing the delivery output and quality of this project.

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## MAIN DUTIES

- Lead and develop all work packages and regions of operation for the GCN DLL framework, fulfilling and maintaining all obligations with landowners, contractors and Natural England.
- Manage the GCN DLL project budget and finances, including raising purchase orders and invoices. Allocate resources appropriately for projects, subcontractors and materials. Plan project delivery timelines to ensure the project meets budget and quality objectives.
- Lead on securing further GCN DLL project income into the future years. Support the Water Team Manager and Consultancy Manager in developing the future income pipeline and budget forecasting.
- Maintain and develop excellent relationships with all stakeholders involved with the DLL scheme, including national and local government, private landowners, NGOs and subcontractors.
- Establish suitable locations to restore and create ponds in accordance with the DLL scheme, to specification, managing the site and subcontractors in accordance with CDM Regs 2015.
- Ensure all administration of the GCN DLL scheme is delivered, with support from the wider team; in particular the uploading of all required information to the Natural England database(s).
- Represent Wildscapes and the project, on applicable NE GCN DLL steering groups and project communication / update meetings.
- Ensure that the team undertakes effective pre-project checks such as desk-top surveys, field surveys, utilities reports, etc.
- Provide a watching brief / supervision of the wider team during the pond construction phase and ensure projects are delivered to specification. Support on site to deliver a range of practical habitat management tasks as required. Cross-team support may be required.
- Undertake Cost Value Reviews (CVRs) of the construction phase of the project and ensure all deliverables are maintained on budget. Continue to develop more efficient ways of delivering the project.



- Coordinate the delivery of the eDNA/HSI surveys with the wider Ecology Team as appropriate.
- Where required, in support of the wider team managers, input on work for tenders and bids.
- Provide effective line management to a small team (currently x1 staff member) providing development, instruction, on site support and work scheduling. This includes supporting future recruitment and team development / expansion.
- Support the wider team to seek out new clients and identify new business opportunities, should an opportunity present itself within / affiliated to the GCN DLL project.
- Build excellent customer relationships and ensure work is completed to the standard expected by the client. Ensure there is effective on-site customer communication and quality assurance.
- Maintain Wildscapes' tools & equipment. Contribute to the effective running of the operational base / HQ working with the wider team to do so.
- Ensure an excellent level of H&S across all contracts / projects and adhere to Sheffield and Rotherham Wildlife Trust Health & Safety Policy and Procedures.
- Keep up to date with the relevant environmental regulations, planning requirements, wildlife legislation and best practice. Deliver all according to SRWT's policies (e.g. environmental, HR and health & safety policies).
- At times, work unsociable hours as required by the business in order to deliver specific contracts.
- Work to and promote the Trust's charitable objectives, strategy, policies and procedures, including the Trust's culture statement at all times.
- Contribute to and engage with the work of the Trust, including in campaigns and all-staff activities.
- Present a professional image of the Trust and Consultancy at all times.
- Any other relevant duties required of the postholder appropriate to this grade.





# PERSON SPECIFICATION

CRITERIA	ESSENTIAL (E) or DESIRABLE (D)	STAGE CRITERIA IS ASSESSED
<b>EXPERIENCE</b>		
3+ years experience delivering a range of conservation contracts, ideally in a commercial environment	E	A
2-3 years experience delivering specialist water work	E	A
Experience of organising and supervising contracts and teams on site, including H&S	E	AI
Experience of writing or assisting with tenders and quotes	E	AI
Experience of managing a budget of at least £350,000	D	AI
Experience of representing the company at stakeholder meetings/steering groups	E	AI
Experience of delivering a range of habitat contracts and working with heavy plant	E	A
<b>KNOWLEDGE</b>		
Excellent understanding of nature-based solutions, particularly in a water context	E	AI
Strong knowledge of project and contract management processes	E	AI
An excellent working knowledge of Health and Safety in relation to contract delivery	E	AI
<b>SKILLS &amp; QUALIFICATIONS</b>		
Full driving licence.	E	A
Ability to use and develop commercial acumen in approaching contracts and projects.	E	I





Good numerical skills with the ability to price services to ensure competitiveness and cost effectiveness	E	IT
Competent in writing and monitoring robust health & safety risk assessments and method statements	E	IT
Good verbal and written communication with the ability to convey technical information to clients and casual staff	E	AI
Likely to have a level 6 qualification or equivalent experience	E	A
Ability to build effective working relationships with suppliers	E	IT
First Aid at Work certificate	D	A
NE GCN licence level 1 or above	D	A

## PERSON SPECIFICATION

CRITERIA	ESSENTIAL (E) or DESIRABLE (D)	STAGE CRITERIA IS ASSESSED
<b>PERSONAL QUALITIES</b>		
Excellent time management skills	E	A
Attention to detail with a keen eye for quality	E	I
High level of enthusiasm, motivation and professional demeanour	E	I
A commitment to biodiversity and conservation	E	A



Good level of physical fitness and the ability to work on remote sites not accessible by vehicle	E	AI
Ability to deal with complaints / enquiries from the public in a polite and professional manner	E	AI
Demonstrable ability to problem solve on the job	E	I

\* A = Application I = Interview T = Task



# DETAILS OF EMPLOYMENT

**Salary:** £36,733.82 PM 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 37.5 hours, exclusive of lunch breaks. The post may involve some evening and weekend work for which time off in lieu can be taken. Flexi-time arrangements can be made at the line manager's discretion.

**Location:**

The post will be based at the Trust's main office on Stafford Road. Staff have the opportunity to blend working, combining home and office working. However it is expected that the post holder will be required to visit other project sites and will work throughout the region.

**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 8 bank holidays and 3 days to be taken between Christmas and New Year, 8 bank holidays) pro rata. 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 36 days per year. Annual leave entitlement is pro rata for all part time staff.

**Length of Contract:** Permanent, subject to business performance

**Transport provision:** 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 postholder 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.

