



**Sheffield &
Rotherham**
Wildlife Trust

APPLICANT PACK: Community Wildlife Ranger (Maternity Cover)

October/2026



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 Strategy 2030 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 Sunnysbank.

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 (both a CIC and part of the Trust) 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 and habitat conservation, community engagement and campaign work.

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

<https://www.wildsheffield.com>

ABOUT THE ROLE

JOB DESCRIPTION

JOB TITLE: Community Wildlife Ranger (Maternity Cover)

JOB NUMBER: CWRMC-26

RESPONSIBLE TO: Volunteer Coordinator

RESPONSIBLE FOR: Volunteers/Trainees

SALARY: Project Officer Grade £23,112.24 (£28,890.23 FTE)

HOURS: 30 hours a week (0.8 FTE)



CONTRACT: Fixed Term Maternity Cover 9 - 12 months TBC

LOCATION: Flexible and blended working from office, home and on site

OVERALL PURPOSE

To assist with the management of Trust nature reserves in the South Yorkshire Nature Recovery Network area, including community engagement, volunteer coordination, patrolling and practical conservation work.

Ensure good relationships with local stakeholders, site users and volunteers, in particular through organising and managing User Forum meetings and volunteer work on site.

Work with colleagues to support local groups and individuals to engage with, and to increase understanding and enjoyment of local wildlife and natural heritage.

MAIN DUTIES

- Provide and promote opportunities for all communities to experience and enjoy their local natural heritage on South Yorkshire Nature Recovery Network reserves.
- Plan, organise and deliver a regular patrolling rota.
- Deliver a programme of public practical conservation work days, working with volunteers from a diverse range of backgrounds.
- Carry out and communicate appropriate risk assessments of sites, tools and tasks.
- Provide flexible administrative support and problem solving to the wider reserves team as reserve matters arise.
- Deal with queries, as appropriate, from a range of sources relating to nature reserve management and volunteer involvement.



- Support the consultation and engagement of groups and stakeholders with the aim of increasing community involvement on reserves.
- Support volunteer and community learning linked to the management of nature reserves, through supervising volunteers and trainees as required, including delivering the work experience student programme.
- Support the development, promotion and implementation of a series of reserve based events, including guided walks.
- Provide excellent internal and external communications and promote the work of the Trust and recruitment of new supporters.
- Maintain accurate and timely attendance and site safety records and provide up to date and accurate information to the relevant managers. Including excellent time keeping and ability to prioritise changeable reserve, visitor and volunteer needs.
- Support the preparation of financial and progress reports. The post holder has the authority to independently authorise expenditure of up to £400 per purchase.
- Support the implementation of conservation grazing across a number of sites through community consultation and stewardship.

OTHER DUTIES

- Additional organisational responsibilities e.g H&S representative to be shared with the other Community Wildlife Ranger as appropriate.
- Working to and promoting the Trust's Charitable Objectives, Strategy, policies and procedures, including the Trust's culture statement
- Carry out other duties as may be required from time to time as determined by the line manager/Chief Executive.
- Presenting a professional image of the Trust at all times.
- Evening and weekend work will be required.
- Full UK driving licence essential.
- This role requires an enhanced DBS check.



PERSON SPECIFICATION

CRITERIA	ESSENTIAL (E) or DESIRABLE (D)	STAGE CRITERIA IS ASSESSED
EXPERIENCE		
Experience of supervising, managing and motivating volunteers from a wide range of backgrounds .	E	A/I
Experience of practical conservation work, especially habitat management ideally demonstrated by 1-2 years experience.	E	A
Experience of leading practical conservation tasks with groups of volunteers.	E	A/I
Experience of working with community groups.	E	A
Experience of organising events.	E	A
Experience of basic admin and financial management.	E	A
Experience of community consultation techniques.	D	A
KNOWLEDGE & QUALIFICATIONS		
Level 3 qualification or equivalent.	E	A
Detailed understanding of nature conservation.	E	A
A good understanding of health and safety and safeguarding principles and procedures, including safe use of tools and risk assessments.	E	A/T
Knowledge of interpretation and communications good practice.	E	A/I
A good understanding of volunteer recruitment, motivation and management.	E	A/I
A good understanding of community, and the development and capacity building of groups.	E	A/I
Knowledge of Countryside and Access legislation.	D	I



SKILLS		
Ability to communicate clearly, both verbally and in writing, to a range of audiences and through a variety of media.	E	A/I/T
Ability to use IT effectively e.g. googlesheets, reporting forms.	E	A
Ability to facilitate community meetings, workshops and information evenings.	E	A/I
Ability to undertake a variety of practical habitat management tasks.	E	A/I/T
Ability to work under pressure and meet deadlines.	E	A/I
Full UK driving licence.	E	A
First Aid qualification – preferably Outdoor First Aid	D	A

PERSONAL QUALITIES		
Professional, positive, friendly and safe approach to work.	E	A/I
A commitment to nature conservation, volunteering and community engagement.	E	A/I
Ability to motivate, enthuse and work supportively with a wide range of people and build good working relationships with a variety of individuals and organisations.	E	A/I
An organised approach to work, excellent time management and attention to detail.	E	A
Willing to work in the evenings and at weekends (for which time off in lieu is given).	E	A/I
Able to meet the physical demands of the role - this is a very active role, and will require walking around reserves and undertaking practical tasks for several hours a day.	E	I

* A = Application I = Interview T = Task



DETAILS OF EMPLOYMENT (OCT 26)

Salary: £23,112.24 (£28,890.23) pro rata (Project Officer 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 4 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. Ideally this would include working Mondays, Tuesdays, Wednesdays and Fridays. 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 blended 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 Sheffield and Rotherham and further afield.

Probationary Period: All new employees are required to undertake a period of probation for 4 months, in which they will be expected to establish their suitability for the post.

Annual Leave: 28 days of annual leave from day one (excluding bank holidays), 3 of which are to be used between Christmas and New Year as the office is closed. 3 days of leave in addition upon 5 complete years of service up to a maximum of 31 days.

In addition to annual leave there are 10 (26/27) statutory bank holidays, and pro rata for part time staff.

Length of Contract: Fixed term Maternity Cover 6 to 9 months TBC

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.

DISABILITY CONFIDENT EMPLOYER

As a Disability Confident accredited employer, we guarantee to interview all disabled applicants who meet the minimum criteria for vacancies. We particularly encourage applications from people who are underrepresented within our sector, including people from minority backgrounds and people with disabilities. We are committed to creating a movement that recognises and truly values individual differences and identities.

At SRWT, we are committed to creating a safe environment where discrimination, bullying, and harassment are not tolerated. We expect everyone to uphold, respect, and support our zero-tolerance policy.



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.

