



## Job Description

<b>Job Title:</b>	Wilder Luton Trainee
<b>Location:</b>	The Wildlife Trust for Bedfordshire, Cambridgeshire and Northamptonshire, Bushmead Community Hub, Hancock Drive, Luton LU2 7SF
<b>Accountable to:</b>	Communities and Education Manager
<b>Hours:</b>	22.5 hours per week, fixed term for 6 months
<b>Salary:</b>	£12.60 per hour
<b>Transport:</b>	Must have means to travel to place of work and between sites. If you use your own car for business purposes (with the relevant insurance) you will be reimbursed for business-related mileage (currently 45p per mile for cars over 1000cc). Expenses can be claimed for additional travel.
<b>Employment subject to:</b>	<ul style="list-style-type: none"><li>- 1 month probationary period.</li><li>- Evidence of right to work in the UK.</li></ul>

### Wilder Luton Trainee

#### Main Purpose

Wilder Luton is a 3-year project, supported by the National Lottery Heritage Fund. Its aims are to engage and empower people from all backgrounds to enjoy, learn about and help look after the wilder green spaces found in Luton. The traineeship will offer two young people living in Luton the chance to gain vital skills in the conservation sector in addition to general employability skills and experience.

The project has a particular aim to engage more young people in the town's natural environment and to help them learn more about the natural world and how important it is to protect it. The successful candidates will work with Trust staff, and various partner organisations, to inspire more young people to care about and protect local wildlife and wild spaces.

The **Wilder Luton Traineeships** are for young people aged between 18 and 25 yrs old, they will run Monday-Tuesday with a third day to be decided, depending on availability and the work programme. They will run from Sept 2025 to February 2026 and will be based with the Bedfordshire Communities and Education Team at the Bushmead Community Hub and various other locations around the town.

Successful applicants will follow a varied schedule that will allow them to gain a range of skills and experiences whilst working alongside colleagues at the Wildlife Trust BCN and our partners, including Luton Borough Council. There will be the opportunity to develop skills in all manner of conservation-related disciplines from practical work to digital marketing, community events, walks and education.

The purpose of these activities is to strengthen a connection to nature and highlight the many pathways into a career in the conservation sector.

<b>Main Objectives</b>
<ul style="list-style-type: none"> <li>To undertake a 6-month traineeship and develop a variety of skills, leading to a greater understanding of the work of the Wildlife Trust BCN and its partners.</li> </ul>
<ul style="list-style-type: none"> <li>Help increase the awareness of, and access to, nature in Luton, especially amongst young people and historically excluded groups.</li> </ul>
<ul style="list-style-type: none"> <li>Assist with the organisation and delivery of project-related events and experiences, which could include practical task days, creating resources, displays, contacting staff and volunteers and promotion through various online platforms.</li> </ul>
<ul style="list-style-type: none"> <li>Lead on specific Wilder Luton project aspects as identified during the traineeship through consultation with the Communities &amp; Education team.</li> </ul>
<ul style="list-style-type: none"> <li>Evaluate your progress via regular meetings with a mentor and share your work on the traineeship via social media, reports or other digital outputs.</li> </ul>
<b>Partnerships and stakeholders</b>
<ul style="list-style-type: none"> <li>Work with our project partners and stakeholders to gain a wide range of skills and deepen your understanding of the wider project.</li> </ul>
<b>Communication and promotion</b>
<ul style="list-style-type: none"> <li>Work with our Communications team to effectively promote the Wilder Luton project using a variety of digital platforms.</li> </ul>
<ul style="list-style-type: none"> <li>Present a positive and welcoming image of the Trust to everyone and promote the work of the Trust when the opportunity arises.</li> </ul>
<b>Health and Safety and EDI</b>
<ul style="list-style-type: none"> <li>Fulfil all relevant Health and Safety and Safeguarding requirements, training will be provided as necessary.</li> </ul>
<ul style="list-style-type: none"> <li>Be aware of the Trust's equal opportunities policy and actively engage with it, while offering insight into the Trust's continuing work towards improving diversity and inclusion.</li> </ul>
<ul style="list-style-type: none"> <li>Complete First Aid training and any other training that becomes available during the six-month period</li> </ul>
<b>Other duties</b>
<ul style="list-style-type: none"> <li>Contribute to general Trust working and any other duties as directed by line managers.</li> </ul>
<ul style="list-style-type: none"> <li>Go about duties in a resource-efficient way and minimise impacts to the environment.</li> </ul>
<ul style="list-style-type: none"> <li>Actively follow Trust policies including Equal Opportunities policies</li> </ul>
<ul style="list-style-type: none"> <li>Maintain an awareness and observation of Fire and Health &amp; Safety Regulations.</li> </ul>



**Notes:**

1. As duties and responsibilities change, this job description will be reviewed and amended in consultation with the post-holder.
2. This job description does not constitute a 'term and condition of employment'. It is provided only as a guide to assist the employee in the performance of their job.
3. This job description does not form part of the contract of employment.

Member recruitment provides the Trust with our largest source of regular income. Members are essential for us to deliver our vision to protect and preserve our wild spaces so that wildlife can thrive and we all have wild spaces to enjoy. Although we have a great recruitment team...we need you! Everyone working at the Trust can help. You may be the first person from the Wildlife Trust that a potential supporter speaks to. Every member of staff should take pride in the work we do and be our voice, promoting the importance of being a member of our Trust and recruiting new members wherever they can.

## **Wilder Luton Trainee – Person Specification**

E= Essential; D=Desirable

<b>Category</b>	<b>Key Statements</b>	
<b><i>Experience and Qualifications</i></b>	An interest in wildlife and the natural world or Health and wellbeing in nature and a desire to learn more.	E
	Must have means of travel to place of work and between sites	E
	Hold a current driving licence and be able to use own vehicle for work purposes on occasion	D
	Experience of event promotion online and creating social media content to convey particular messages.	D
<b><i>Knowledge</i></b>	Some understanding of the wider implications of Health and Safety, Child Protection and Safeguarding issues.	D



<b>Skills and Abilities</b>	Competent in the use of Windows/Microsoft Office	E
	Good communication skills.	E
	Ability to finish tasks and organise work.	E
	Ability to use marketing tools, including social media, to promote a project.	D
<b>Behaviours</b>	A willingness and motivation to learn new skills.	E
	Ability to work within a team and use own initiative.	E
	A willingness to learn new ways of working and share ideas, experience and knowledge with others.	E
	Reliable, punctual and able to commit to our working hours	E

### Terms and conditions: Summary for candidates

The following terms and conditions are typically offered to The Wildlife Trust BCN staff on fixed-term or permanent contracts, and are set out here for your information only. Terms and conditions may vary according to circumstances and this summary does not form part of any subsequent employment contract.

**Probationary period:** 1 month with a review at the end of week 2. During the probation period the contract may be terminated with one week's notice.

**Annual leave:** Pro Rated Annual leave and bank holidays, according to hours worked.

**Other Information:** Occasional weekend and evening working may be required, for which time off in lieu can be taken.

**Equality and Diversity** We're wild about inclusion and want our staff to be as diverse as wildlife. As an inclusive employer we recognize that our workforce needs to better reflect the communities in which we live and work.

We actively encourage applications from people of all backgrounds, identities, and cultures. We believe that a diverse workforce will help us create our vision of 'people close to nature, with land and seas rich in wildlife.'



As a Conservation Charity, the Trust is committed to the ethical and sustainable sourcing of all materials used by our charity, and to ensuring we support any initiatives which improve sustainability for the benefit of us all. We are also fully committed to significantly reducing our carbon emissions. We would like to be sure that all of our colleagues and team members are equally committed in their support of these values, and practice the highest standards both at work and at home.

## **About The Wildlife Trust BCN**

The Wildlife Trust for Bedfordshire, Cambridgeshire and Northamptonshire is a registered charity (and a company limited by guarantee), whose mission is to:

- conserve local wildlife, by caring for land ourselves and with others;
- inspire others to take action for wildlife; and
- inform people, by offering advice and sharing knowledge.

We are among the largest and most effective of 46 Wildlife Trusts across Britain and we are a major contributor to the nationwide work of the Royal Society of Wildlife Trusts. We currently manage over 100 nature reserves, covering almost 4,500 hectares, and two education centres. Our work also includes the acquisition and application of information about biodiversity. The Trust's turnover in 2022-23 was over £10 million and its capital assets more than £28 million, of which over half (£18 million) is classified as heritage assets. This Trust was the first to promote the concept of Living Landscapes: large-scale conservation schemes which aim to ensure that wildlife can thrive alongside the human population across an entire landscape. Our conservation activity is increasingly focused on these Living Landscapes, including the first to be established - the Great Fen in Huntingdonshire – as well as the Ouse Valley, the Nene Valley and the North Chilterns Chalk.

The Trust's annual report and accounts are posted on our website:

<http://www.wildlifebcn.org/annualreview>

The work of the Trust is guided by the 2025 - 2030 five-year vision which can be found at: <https://www.wildlifebcn.org/next-five-years>. To achieve the targets within this plan, the Trust is managed and directed by an Executive Board of CEO and three Directors.

The Trust evolved from a group of committed volunteers, and volunteering is still central to its ethos, with over 1200 regular volunteers. The working culture of the Trust encourages a professional approach, with a commitment and enthusiasm for nature and its conservation. Mutual respect and teamwork are highly prized among both staff and volunteers. In all its dealings the Trust tries to be fair but firm and in all its activities it aims to be environmentally responsible. Systems, processes and bureaucracy are kept to the necessary minimum for effective performance.



The Chief Executive reports to the Trust's Council of 17 Trustees, who are elected annually from the membership (presently standing at over 37,000). Council and its two Committees (Conservation, Education & Community; and Resources) each meet quarterly. There are 137 staff members (113 fulltime equivalents), with main offices in Bedford, Great Cambourne, and Northampton, and over 1,000 active volunteers. The Executive Board comprised Chief Executive, Resources Director, Conservation Director, Business Director and Engagement Director. Reporting to the Executive Board is a team of senior managers.

## **Communities and Education Team**

The Trust engages with people in many different ways. Formal education is provided to children and young adults and we engage with people of all ages in an informal manner on nature reserves and within local communities. All Trust staff and key volunteers need to recognise their role in encouraging people to take action for the natural world and support the work of the Wildlife Trust.

The Communities and Education teamwork from a number of education and visitor centres where education and community engagement is delivered:

1. Paxton Pits Environmental Education Centre
2. Ramsey Heights Countryside Centre
3. Rushden Lakes Visitor Centre

Community engagement is also provided from these sites, as well as from the other Trust offices and nature reserves. The Trust is well-regarded by service users and this is particularly because of the quality of staff providing our education programmes.

The Trust undertakes community engagement and education work in order to create benefits for wildlife by instilling an interest in the natural world and influencing people to take action that will promote nature conservation. This in turn might lead to children and school groups making space for wildlife in their school grounds or gardens, families visiting nature reserves and people becoming Trust members and volunteers or working in the environmental sector.