



Durham
Wildlife Trust
From Tees to Tyne

Applicant Pack

Bluespaces Manager

August 2024

bluespaces

NORTHUMBRIAN
WATER *living water*



About Durham Wildlife Trust

Our Vision

Nature restored from Tees to Tyne

Our Mission

To deliver nature's recovery from the Tees to the Tyne with the backing of our supporters, partners and wider society; providing opportunities for participation, education and enhanced health and wellbeing.

- To engage our supporters, partners and wider society in nature's recovery.
- To manage our land primarily for the benefit of wildlife and to the highest possible standards.
- To educate people and organisations about the importance and value of wildlife, encouraging them to take action to restore species and habitats and to support the work of DWT by becoming members and supporters.
- To deliver species and habitat restoration projects across land and sea that seek to maximize their effectiveness by operating at the largest possible scale, achieving 30% of land and sea for wildlife by 2030.
- To operate high quality visitor facilities that provide opportunities to engage people in nature recovery and encourage their active support and participation.
- To act as an advocate for wildlife to influence local and national government and wider society.
- To operate in a financially, socially and environmentally sustainable way.
- To provide a high quality working environment for a workforce that is representative of our region.

The Organisation

Durham is one of 46 Wildlife Trusts, part of a national federation of independent charities working for wildlife across the UK. The movement has 850,000 members, making the Wildlife Trusts the largest UK voluntary organisation dedicated to conserving the full range of habitats and species.

We operate across County Durham, Darlington, Gateshead, South Tyneside and Sunderland and are part of the local community. Our charity is led by a Board of Trustees drawn from our membership who between them have the broad range of skills and knowledge needed to ensure effective governance. Vital support across all the Trust's activities is provided by more than 250 regular volunteers. The Trust believes strongly in partnership and we work with a wide range of organisations to deliver our work.

For over 50 years the Trust has protected and restored nature, making a real difference for people and wildlife. Today we own or manage 52 sites across 1300 hectares, protecting rare and threatened habitats and species and delivering nature's recovery at a landscape scale. We deliver projects that provide solutions to the ecological and climate emergencies and offer opportunities for participation and learning to thousands of people every year.



Over the next few years our charity will continue to grow, providing opportunities for a wide range of talented people to join us and help to deliver our *Strategy 2030*. The Trust aims to deliver 30% of land and seas for nature and engage 1 in 4 people in our work by 2030. To achieve that we will deliver our existing work to the highest possible standards and also develop innovative new approaches.

Working for Durham Wildlife Trust

Durham Wildlife Trust is the leading organisation in environmental land management, nature conservation and rewilding in our region because of our dedicated staff.

Successful candidates will be joining our passionate and talented team of ecologists, educators, influencers, fundraisers and skilled practical conservation officers and managers. To address the significant challenges faced by nature we need to recruit and retain committed and talented people, and support them to develop further.

Central to Durham Wildlife Trust's staff journey is the ethos of personal and professional development. We don't just offer a fun and stimulating working environment, with a competitive salary, holidays and benefits package, we also provide access to a wealth of opportunities including -

- Accredited practical training courses.
- Regular opportunities for vocational skills and knowledge development.
- Engagement with partner organisations to further enhance knowledge and experience.

Durham Wildlife Trust is an inspiring and energetic place to develop your career and we welcome applications from anyone who wants a role that makes a difference. We are creating a work environment that's inclusive as well as diverse – where all our people can be themselves. Every idea, insight and perspective is valued, so that together we can unleash our collective genius and Bring Nature Back!



About This Role

Bluespaces is a programme to deliver improvements to the water environment that has been developed by Northumbrian Water Group (NWG) in partnership with Durham Wildlife Trust (DWT). The programme was developed in 2020, and is now in its fifth year of delivery. DWT has supported Bluespaces through the development and initial roll out of the programme, leading on project development and delivery, and working with other partners.

Bluespaces funds partnership projects investing in wildlife and biodiversity, water quality, and access and recreational facilities. It is focused around accessible areas of rivers, lakes, coasts, beaches and other water environments where people can enjoy being close to water.

In April 2022, NWG published a Vision for Coasts and Rivers. This included a pledge to improve 500km of bluespaces by 2030, across both NWG's Northumbrian Water (NW) and Essex & Suffolk Water (ESW) regions. By 2025, the company will have improved almost 250km. Looking ahead to 2025-30, funding has been secured by the company in its PR24 Business Plan to deliver bigger, better and bolder co-funded Bluespaces projects.

The DWT Bluespaces Manager will support NW in the development and delivery of the Bluespaces programme, allowing NWG to achieve its targets to improve the water environment.

The Bluespaces Manager will have the skills and knowledge needed to support NWG and partners in the development and delivery of the Bluespaces programme. The successful applicant will track delivery of the existing Year 5 programme of projects, focusing on partner engagement, progress, risks, and evidence reporting. They will also help shape the programme, engaging with partners through the region and identifying new project opportunities for partnership development and delivery for 2025-30. This work aligns closely with DWT's own strategic objectives as set out in its newly developed Strategy 2030.

This is a full-time, permanent post.

The Process

If you have any questions about the Bluespaces Manager role please contact Mark Dinning, Head of Conservation by email - mdinning@durhamwt.co.uk.

To apply for this post please complete the application form (available on www.durhamwt.com/jobs) and also provide a personal statement setting out your suitability for the role. The statement must be a maximum of two sides of A4. The form and statement are to be submitted to jobs@durhamwt.co.uk. The closing date for applications is 9 am on Friday 13th September 2023.

Interviews are likely to be held on Thursday 19th September at Durham Wildlife Trust's Rainton Meadows HQ (DH4 6PU). Unfortunately, it will not be possible to respond to all applicants.



Job Description

Identification of Post

<i>Post title:</i>	Bluespaces Manager
<i>Function:</i>	To coordinate delivery of the Bluespaces programme
<i>Responsible to:</i>	Head of Conservation
<i>Responsible for:</i>	N/a
<i>Term:</i>	Permanent, full time

Purpose of Post

- To play a key role within the NWG Bluespaces Team by facilitating delivery of improvements to the water environment for the benefit of people across the region.
- To support NW in the development and delivery of the Bluespaces programme for 2025-30, with a focus on the needs and opportunities for external partner engagement and support.
- To develop existing and new partner relationships through the region, identifying new Bluespaces opportunities for partnership development and project delivery for 2025-30, allowing NWG to achieve its targets to improve the water environment.

Main Responsibilities

- Tracking delivery of the current Year 5 Bluespaces programme of projects by partners, focusing on engagement, progress, risks, and evidence reporting.
- Supporting NW in the development and delivery of the Bluespaces programme for 2025-30 by providing relevant information, contributing to discussions and representing partner interests.
- Engaging with partners and stakeholders to identify opportunities and support water environment improvements across the region.
- Identification and development of new Bluespaces potential projects and opportunities in line with the programme.
- Undertaking spatial mapping through GIS to support development, reporting and communication of the Bluespaces programme.
- Providing information to NWG (via agreed processes and reporting lines) to allow forecasting against targets, project approvals, project updates and reporting, including evidence gathering and liaison with project leads.
- Seeking opportunities to leverage other funding, identifying opportunities to attract investment to co-deliver.
- To contribute to the management of Durham Wildlife Trust by providing information and expertise relevant to Bluespaces to senior management and Trustees.



- Liaising with key external partners, stakeholders and statutory agencies relevant to Bluespaces and representing the Trust on partnerships, groups and committees as required.
- Working closely with the DWT Development and Communications team and colleagues at NWG to ensure that the Bluespaces programme is promoted and its achievements recognised.

General Duties

- To pursue personal professional development, including attending training courses as and when required.
- To liaise with all Trust staff, honorary officers and volunteers on relevant issues.
- To attend meetings and events as requested.
- To sign off agreed budgeted expenditure via the Trust's finance system according to scheme of delegation.
- To ensure excellent working relationships with external partners and when representing the Trust promoting the charity's aims and objectives.
- To provide information and contribute towards the production of reports for senior management and Trustees.
- To participate fully in team, department and staff meetings.
- To maintain excellent communication with other staff across the Trust, always aiming to encourage a positive culture of sharing and learning.
- To champion a spirit of inter and intra-team working and wider cooperation.
- To participate in regional and national working groups and other initiatives with other Wildlife Trusts as appropriate.
- To promote membership of the Trust and act as an ambassador for the charity's vision, values and aims.
- To abide by all Trust procedures, policies and legal obligations.
- To undertake additional duties commensurate with the post as may reasonably be requested from time to time.
- To fill the role of Emergency Duty Manager on a rota basis with other members of management.

General Terms and Conditions

Salary: Starting salary £34,540 per annum

Pension: Employees will be automatically enrolled into the Durham Wildlife Trust pension scheme contribution. Rates are shown below. Employees can decide to dis-enroll from the pension scheme if they choose.

Minimum employee contribution 3% of salary and employer contribution 6% of salary.

Hours: Usual working hours are 9am to 5pm, 5 days each week (with a 30 minute meal break), equating to a 37½ hour working week.

Occasional evening and weekend work will be required to deliver



the role, with a time off in lieu system in operation. There will also be the requirement to work a small number of Saturdays on a rota basis, with time off in lieu.

Holidays:

The number of days paid holiday per year is 25 days for a 37½ hour week exclusive of Bank and Statutory Holidays. If you start your employment during the leave year, the holiday entitlement will be calculated on a pro-rata basis depending on the number of completed months of service and hours worked.

After two years of continuous employment, you will be entitled to one extra paid day of leave per year worked up to a maximum of five extra days per year. Any holiday entitlements in place with Durham Wildlife Trust prior to the implementation of this contract will remain current.

Place of work:

Usual place of work will be Rainton Meadows, Houghton-le-Spring, DH4 6PU, with significant field work expected involving travel around the region. You may be required to work from other DWT premises at the discretion of Trust management, and will be required to visit Northumbrian Water offices and sites as agreed with Bluespaces programme leads.

Durham Wildlife Trust currently operates hybrid working arrangements, with a mix of office based working and working from home as set out in a rota.



Person Specification

Criteria	Essential	Desirable
Education and Training	<p>Relevant degree or equivalent, or experience in a similar role of equivalent seniority.</p> <p>A full UK driving licence and use of own vehicle for work purposes.</p>	<p>Relevant postgraduate qualification</p> <p>Demonstration of ongoing professional development e.g. membership of relevant professional body.</p>
Experience	<p>Experience of collaborative working with partners and stakeholders.</p> <p>Experience of coordination of the delivery of environmental and/or catchment improvement activities.</p> <p>Demonstrable GIS experience – ideally in ArcGIS.</p> <p>Experience of project development and management, including monitoring and reporting outcomes and outputs.</p> <p>Experience of engaging a wide range of stakeholders in your work.</p> <p>Experience of managing budgets.</p> <p>Experience of report writing.</p> <p>Experience of representing your employer at external meetings, partnership boards and committees.</p> <p>Experience of public speaking and/or delivering presentations.</p>	<p>Experience of practical management of biodiversity and/or water quality and/or access projects, ideally in both a delivery and supervisory capacity.</p>



<p>Knowledge</p>	<p>Knowledge of legislative requirements relevant to the role.</p> <p>Knowledge of project development and management techniques relevant to the role.</p> <p>Knowledge of stakeholder engagement techniques appropriate to the role.</p>	<p>Knowledge of funding streams relevant to the Bluespaces programme.</p> <p>Understand the specific requirements and responsibilities placed on a charity and limited company.</p> <p>Understand the nature conservation and water sectors and the organisations that operate within them.</p>
<p>Skills and Abilities</p>	<p>Able to use GIS (ideally in ArcGIS) to support project development and reporting.</p> <p>Ability to interpret project proposals and assess them against desired outputs and outcomes.</p> <p>Ability to organise your own workload effectively and work largely under your own initiative, as well as part of a team.</p> <p>Excellent written and verbal communication skills.</p> <p>Ability to negotiate and work productively with partners.</p> <p>Ability to plan and manage work programmes and budgets.</p> <p>A high level of proficiency in the Microsoft 365 suite.</p>	



Personal	<p>Highly motivated and enthusiastic.</p> <p>Entrepreneurial – can identify opportunities and seek out and implement new ideas.</p> <p>Can work to tight deadlines and under pressure when required.</p> <p>Tactful and diplomatic; respectful of others.</p> <p>Able to work occasional weekends, Bank Holidays and evenings.</p>	
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Please Note - This role requires a Basic Level DBS check that will be repeated every three years. Any offer of employment made in relation to this role will be subject to satisfactory DBS check.

Relevant Policies

Please read the policy information below before completing your application.

Employing ex-offenders

This written policy on the recruitment of ex-offenders is made available at the start of the recruitment process to all applicants for roles requiring a Disclosure and Barring Service check.

As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), Durham Wildlife Trust complies fully with the [code of practice](#) and undertakes to treat all applicants for positions fairly.

Durham Wildlife Trust undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.

Durham Wildlife Trust can only ask an individual to provide details of convictions and cautions that Durham Wildlife Trust are legally entitled to know about. A DBS certificate at either standard or enhanced level can legally be requested where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended and, where appropriate, Police Act Regulations as amended.

Durham Wildlife Trust can only ask an individual about convictions and cautions that are not protected.

Durham Wildlife Trust is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation,



responsibilities for dependents, age, physical/mental disability or offending background.

Durham Wildlife Trust actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records.

Durham Wildlife Trust select all candidates for interview based on their skills, qualifications and experience.

An application for a criminal record check is only submitted to DBS after an assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position.

At interview, or in a separate discussion, Durham Wildlife Trust ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

Durham Wildlife Trust makes sure every subject of a criminal record check submitted to DBS is aware of the existence of this policy and makes a copy available on request. Durham Wildlife Trust undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

