

LINCOLNSHIRE WILDLIFE TRUST

APPOINTMENT OF COMMUNICATIONS TRAINEE

Lincolnshire Wildlife Trust operates throughout the historic county of Lincolnshire including North and North-east Lincolnshire. It is one of 46 in the Wildlife Trusts' partnership which together cover the whole of the UK. The Trust's principal objectives are to safeguard wildlife and wild places and to promote understanding and enjoyment of the natural world and the need to conserve it.

The Trust manages approximately 100 nature reserves covering around 8,500 acres and has a staff complement of around 70, with 25 based at its headquarters at Banovallum House, Horncastle and the remainder out-posted around the county.

The Trust has an annual turnover in the region of £3.0m and a membership of over 25,000. As a voluntary organisation great importance is attached to the work of volunteers who are involved in all aspects of the Trust's work. There are in excess of 1,000 regular volunteers and 16 Area (member) Groups throughout the county.

The Trust has three principal sites and visitor centres at Gibraltar Point National Nature Reserve near Skegness, Whisby Nature Park near Lincoln and Far Ings National Nature Reserve near Barton-on-Humber. A calendar of events, courses and children's activities is organised throughout the year. The Trust has good links with local and regional media, has a strong online presence and active social media channels.

The Communications Trainee will give support to the Senior Communications Officer and Marketing Officer in the promotion of the Trust and its purpose.

General Duties

The role will include website maintenance and development, media work, assisting with events and activities. For the full range of responsibilities please see the job description (J321-131).

This is a great opportunity for someone wanting to learn the skills for a career in the communications/marketing sector. Training and development will be given where relevant.

Person Specification

This is a great opportunity for a recent graduate or someone with relevant experience, who is an enthusiastic and hardworking individual looking to develop their marketing and communication skills. Please see the person specification (J321-132) for further details.

Conditions of Employment

This will initially be a nine-month traineeship working full-time (35 hours per week). The salary is £17,000 per annum. The post may be extended by a further 3 months if suitable progress has been made by the Trainee.

The hours of work will be approximately 9.00 am to 5.00 pm, Monday to Friday. Some weekend and evening work may be required but appropriate time off in lieu will be given. The annual leave entitlement is 23 days plus Bank Holidays and three privilege days at Christmas. In addition, a generous contributory pension scheme is offered, plus an enhanced sick pay scheme and life assurance. We also operate a salary exchange system for childcare vouchers and the cycle to work scheme, and an independent and confidential staff welfare support service is provided.

Lincolnshire Wildlife Trust provides a rewarding and enjoyable working environment that is friendly and open to all.

Applications

Candidates should complete all sections of the application form provided and return it along with a short covering letter or email. Curriculum Vitae (CVs) will not be accepted as a substitute for the application form.

Completed applications should either be:

- posted to the Chief Executive, Lincolnshire Wildlife Trust, Banovallum House, Manor House Street, Horncastle, LN9 5HF and the envelope marked 'Confidential'; or
- emailed to hr@lincstrust.co.uk with the words "Communications Trainee" as the subject reference.

Applications should arrive no later than 10.00 am, on Friday 10 December 2021.

Interviews will be held at Banovallum House, Horncastle on Tuesday 22 December 2021. Approved interview travel expenses of up to £100 will be paid.

Only those candidates selected for interview will be notified. If you do not hear from us by 17 December 2021 you should assume that your application has been unsuccessful.

November 2021