



APPOINTMENT OF NATURE RESERVES OFFICER

Background

Lincolnshire Wildlife Trust operates across Greater Lincolnshire. It is aligned with 45 other Wildlife Trusts and the Royal Society of Wildlife Trusts, giving us a confident, national and global voice beyond our local focus. Our vision is for a thriving natural world, with our wildlife and habitats playing a valued role in addressing the climate and ecological emergencies, and people inspired and empowered to take action for nature.

The UK is one of the most nature-depleted countries in the world, with increasingly fragmented remnants of habitat isolated across our land and seas. The Trust has an ambition to change this. Our '30 by 30' objective is for at least 30% of land and sea to be actively managed for nature's recovery by 2030. Currently, we estimate that just 7.5% of land and sea meet this target in Lincolnshire.

The charity has an annual turnover of circa £4M; is supported by over 27,000 members, 1,000 regular volunteers and around 80 members of staff. We engage, educate and enthuse people about wildlife through our c.100 nature reserves, which receive over 800,000 visits per year; our events and education offerings; and our social media channels, which have a following of over 25,000, with 600,000 users of our website.

General duties

Based at the Trust Headquarters in Horncastle, the Nature Reserves Officer will work with the Head of Nature Reserves to oversee the management of the Trust's nature reserve estate alongside the Reserves Administrator, Technical Officer and Database Officer. Duties will include the administration of agri-environment schemes and claims; habitat survey work to monitor agri-environment scheme compliance; assisting with the revision of management plans and mapping (ArcGIS); contribution to the development of the nature reserves database; health and safety work; and liaison with partner organisations. The role will involve working closely with the outposted regional wardens (11 regions).

The post has a broad remit, reflecting the wide range of activities undertaken by the Reserves Department. Candidates will be expected to demonstrate experience or ability in at least some of these areas, together with a willingness to learn and a flexible approach. Training will be provided as necessary.

The full range of duties is set out in the job description (document J326-575) and requirements for the post are detailed in the person specification (document J326-577).

Conditions of employment

This is a full-time (35 hours per week) permanent position. Despite the role being advertised as full-time, we are proud to operate a flexible working policy and encourage prospective applicants to discuss their requirements with us when applying for the role. The annual salary offered will be around £27,000, dependent on skills and experience. Weekend and Bank Holiday work may occasionally be necessary, for which time off in lieu is allowed. 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 provide an independent and confidential staff welfare support service and also operate a salary exchange system for childcare vouchers and a cycle to work scheme. We provide 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 explaining their interest in the post. CVs will not be accepted as a substitute for the application form.

Completed applications should either be:

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

to arrive no later than **noon on 28 September 2026**.

Interviews will be held on 13 October 2026 at our headquarters in Horncastle. Approved interview travel expenses of up to £100 will be paid. As a Disability Confident employer, we are committed to offering an interview to anyone with a disability that meets all the essential criteria for the post. Please let us know if you require any adjustments to make our recruitment process more accessible.

Only those candidates selected for interview will be notified. If you do not hear from us by 5 October 2026, you should assume that your application has been unsuccessful.