

Job Application Pack

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Closing date for applications

17:00 on Friday 12 December 2025



1 Applying for this Post

Please read all of the pack information that follows.

If you feel you meet the job specification and job requirements, you are welcome to apply. Applications must be made using the application form provided. Additional information can be submitted, for example a CV, but the application form must be completed thoroughly and not include 'Refer to CV' as the only answer in the question boxes.

Deadline for applications is 17:00 on Friday 12 December 2025
by email to hr@vwt.org.uk

or by post to:

Vincent Wildlife Trust, 3-4 Bronsil Courtyard, Eastnor, Ledbury, HR8 1EP

Interviews are planned for **Thursday 18 December 2025** and may be held in person at our Bronsil office or via video conferencing, if required. Full details will be confirmed ahead of the interview date. If you do not hear from us by 18 December, please assume that you have not been successful on this occasion. We do not send out rejection letters and do not have the resources to provide feedback for unsuccessful applicants.

2 Background to Vincent Wildlife Trust

Today, at fifty, VWT is respected internationally as a leader in developing and implementing innovative evidence-led approaches that halt and reverse declines in threatened mammal species such as otter, water vole, horseshoe bats and, more recently, pine marten. This is possible thanks to a firm financial base left by our late founder, the Honourable Vincent Weir, that is independent of membership income. Long-term financial security has enabled VWT to focus on mammals with particular and often challenging conservation needs, with which other organisations are unwilling or unable to engage.

For example, acquiring and managing greater horseshoe bat maternity roosts and surrounding land in the 1980s and 1990s enabled VWT to protect 50% of the British population of this European Protected Species. Our bat reserves remain a unique resource as exemplars of roost management. Combined with research into their ecology and habitat needs, this has led to the population of these rare bats more than doubling in recent years.

While VWT is not a campaigning or lobbying organisation, our expertise, advice and impartial evidence provide support to a wide range of decision makers.

Over the last ten years VWT has grown in size and impact with the aim of delivering significant change to the fortunes of threatened mammals in the UK, Ireland and parts of mainland Europe. It is delivering an increasing number of flagship projects such as the nationally important Pine Marten Recovery Project, Horseshoes Heading East, Martens on the Move and Landscapes for Lessers. Volunteers are crucial to this work – whether traditional conservation volunteer activities or taking part in wider citizen science surveys – we wouldn't be able to achieve as much for threatened mammal conservation without their help.

VWT has strong governance and leadership and a clear direction to increase the impact and geographical scope of its operations through our 2020-30 Ten-Year Strategy.

More detailed information is available on our website www.vwt.org.uk

3 Job Description

Starting Salary	£21,833.00 per annum (FTE £27,291.00)
Location of Job	Split between Bronsil Office (Ledbury) and Home Office as required to meet the needs of the role
Responsible to	Head of Conservation
Job Purpose	Working closely with conservation staff, lead VWT's volunteer work to support the Trust's conservation programmes and undertake effective communication activities to recruit, train and support VWT's volunteers.

Main Duties

- Working closely with the Conservation Team, recruit, train, develop and support volunteers throughout their time at VWT, both with administration and project delivery in the field.
- Maintain an overview of all volunteering activity across all projects and support conservation staff with embedding volunteering into project development.
- Applying an evidence-based approach, further develop VWT's volunteer strategy, ensuring this complements the Trust's Ten-Year Strategy and Conservation Programme.
- Maintain the volunteer administration system, ensuring this remains in line with best practice and current legislation. Maintain up-to-date records of all VWT volunteers and liaise with VWT staff to ensure records are accurate.
- Manage the VWT contacts database and ensure it remains in line with GDPR.
- In liaison with the Communications Team, use a range of communication methods to ensure volunteers are engaged, including social media platforms, newsletters and face-to-face communication.
- Support VWT staff with community engagement and communications work where appropriate.

Other Duties

Office, Training and Personnel

- To attend training courses that further the Trust's and personal development needs.
- To be familiar with and abide by the Trust's policies and procedures.
- To provide training and mentoring to staff and volunteers.

General

- Carry out other duties commensurate to the role as required by the Trust.
- Present a friendly, professional, competent and tidy personal image.
- Keep Health and Safety matters as the over-riding determinant at all times and in all circumstances.

4 Training and Development

As part of its commitment to investing in its people, VWT trains and supports its staff in the delivery of their duties. Advice will be given in drawing up a personal development plan and all suggestions considered according to resources available and the overriding priorities of the Trust.

5 Outline Conditions

We have a vacancy for a fixed term contract by way of maternity leave cover. The post is a part-time [30 hours per week] maternity cover role starting during the week commencing 2 February 2026. The projected length is up to 13 months but could be shortened in the event of an early return by the post holder.

Flexible working is permissible in agreement with the line manager. Field working hours may require work outside of office hours and should these hours extend beyond normal daily working hours, staff will be expected to take Time Off In Lieu. Business travel and overnight stays will be required at times, for which travel and subsistence expenses will apply according to the Trust's current policy. Due to the remote nature of the office location, the post holder should have access to a car. VWT pool cars will be available but should the job holder need to use their own vehicle occasionally for business use, with agreement of their line manager, they will be reimbursed for travel costs according to the Trust's current policy.

All staff are required to work within the policies and procedures of the Trust, to work harmoniously with each other and to provide appropriate assistance and advice to colleagues when desirable for the effective undertaking of their respective responsibilities, and to undertake other duties appropriate to the post as delegated by their line manager. A willingness to be flexible about working arrangements and to provide occasional cover for absent staff is desirable in order to maintain organisational effectiveness.

Benefits Package

VWT offers a qualifying workplace pension scheme with Aviva which the post holder may request to be enrolled in from day one, though employer contributions would not be payable until a three-month probationary period is complete. An enhanced workplace pension scheme, also with Aviva, is available and matches personal contributions of 4% of staff salaries with an additional employer contribution of 7% after a qualifying period of three months.

VWT also provides life assurance after one year's service. The post holder is entitled to 20 days' paid leave per year in addition to public holidays.

Value Statement

The Trust expects its staff to carry out their duties in a way which consistently exceeds the regulations and expectations of society at large in matters legal, ethical and environmental. Our aim is to ensure all resources are utilised effectively and efficiently. You will be expected to apply sound value for money principles in undertaking purchasing or supply of goods and services. The Trust will ensure that its staff receive appropriate training and development based on a documented personal annual appraisal.

6 Ideal Candidate Profile

Qualifications Desirable

A degree in a relevant field.

Experience and Skills Essential

- Experience of working as a volunteer and working with and supervising volunteers and colleagues to achieve a range of positive outcomes.
- Experience of working in the charity sector (conservation sector desirable).
- Strong organisational and project management skills with good attention to detail.
- Excellent communication skills, both oral and written.
- Familiarity with GDPR.
- Experience of engaging with a variety of audiences.
- IT competent (particularly Excel and databases).
- Full UK Driving Licence.

Experience and Skills Desirable

- Familiarity of Mailchimp.
- Understanding of safeguarding and health and safety management.
- Experience of using volunteer management or Customer Relationship Management software.

Personal Qualities

- A demonstrable commitment to and enthusiasm for wildlife conservation and volunteer engagement.
- An outgoing and self-motivated individual with initiative, ambition and drive and the personal qualities to become an ambassador for VWT.
- A positive 'can do' attitude.
- Well-organised with good attention to detail.
- Strong interpersonal skills.
- The candidate should adhere to defensive driving practices.

The job may be physically and mentally demanding at times, with an element of lone working and, occasionally, long days of fieldwork.

7 Office Location and Travel Requirements

The Volunteering and Community Engagement Officer post is based at the Trust's head office near Ledbury, in Herefordshire, with flexibility to work from home in consultation with the line manager to best meet the needs of the role. The post holder will preferably have access to a car for business use. Additional travel costs will be reimbursed at the current HMRC rate. Use of a pool vehicle is possible for longer journeys.

8 Equity, Diversity and inclusion

Vincent Wildlife Trust values diversity and is committed to supporting an inclusive culture. We wish to provide an environment where everyone, regardless of background, characteristics, identities or abilities can develop their full potential. Vincent Wildlife Trust is committed to equal opportunities in all its employment and volunteering practices, policies and procedures.

To help us monitor our recruitment process to ensure they meet our Equal Opportunities Policy, all applicants are requested to download and complete our Diversity Monitoring form. Please return this with your completed Application Form.

@Vincent Wildlife Trust

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