



Avon
Wildlife Trust

Head of People & Resources

Job Pack, April 2024

www.avonwildlifetrust.org.uk

Welcome

Thank you for your interest in the role of Head of People and Resources at Avon Wildlife Trust.

People are at the heart of everything we do as an organisation. Our staff, volunteers and Trustees work together to create space for nature and inspire people to take action for wildlife, supported by our 18,000 members and a wider network of wildlife champions. The role of our Head of People and Operations is to shape the development of our workforce and ensure that our staff and volunteers have everything they need to fulfil their roles safely, effectively and inclusively. You will also support the operation of our Board and the governance of the Trust.

We are looking for someone who is passionate about driving a positive culture of continuous improvement in people and resources, including workforce development, facilities, HR, health and safety, safeguarding, IT, and equality, diversity and inclusion. If this is you, we look forward to hearing from you.

Who are we?

Avon Wildlife Trust is the largest local charity working to protect wildlife in the West of England area (Bristol, Bath and North East Somerset, North Somerset and South Gloucestershire). We are one of the 46 Wildlife Trusts and the *Royal Society of Wildlife Trusts* that collectively form *The Wildlife Trusts*. Together, we are the biggest organisation in the UK working solely for nature.



Today, Avon Wildlife Trust employs over 50 staff and works alongside over 1,500 volunteers, supported by over 18,000 members. We work to bring wildlife back by managing and restoring habitats and inspiring people to take action for wildlife. We manage 30 nature reserves, covering over 1,000 hectares of land from ancient bluebell woods to Iron Age forts, nationally important wetlands, and wildflower meadows. The Trust involves people in nature's recovery by empowering, equipping and supporting them to take action in their communities. We help people connect with nature through events, award-winning educational and community programmes and visits to our nature reserves. The Trust communicates and advocates for nature across the West of England, working with MPs and local Councils to ensure the importance of nature is reflected in legislation and local plans. And we work with landowners in the wider countryside to create living landscapes where people and wildlife can thrive.

Our Purpose

Our purpose is to advance environmental protection and improvement for wildlife.

Our Vision

Our vision is to see nature recovering on a grand scale, with everyone able to enjoy increasingly abundant wildlife.

Our Values

- Passion** we behave with belief and passion for the cause, recognising the urgency we face.
- Inspiration** we recognise our role in enabling, empowering, and inspiring all people to take action for nature
- Innovation** we know that to achieve change we must use our initiative, push boundaries, and challenge ourselves to improve our knowledge and understanding

Our Strategy

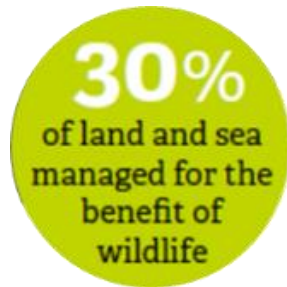
The natural world needs all kinds of help to thrive. To help us focus, we have identified three priority areas for our organisation to work on.

Nature's Recovery protecting, creating and connecting wilder landscapes where wildlife and people thrive

Empowering People inspiring and resourcing people to take action for wildlife

Nature-based Solutions unlocking nature to tackle the climate crisis, reduce local flooding and pollution while promoting the abundance of biodiversity cross the region

2030 Targets



Enabling Objectives

Our strategy is ambitious because the problems we face as a planet are grave. We know we need to make changes as an organisation to give us strong foundations for achieving our goals and we have defined six enabling objectives to help us get there. These include:

Develop more hubs where we can engage, inspire and equip people to take action for nature and provide suitable bases of operations for staff and volunteers across Avon.

Invest in our staff and systems supporting a shift to more flexible working, with systems, technology and training that support effective working in a wide range of locations

Monitor the impact of our work and the outcomes for wildlife and people; and effectively communicate the difference we are making

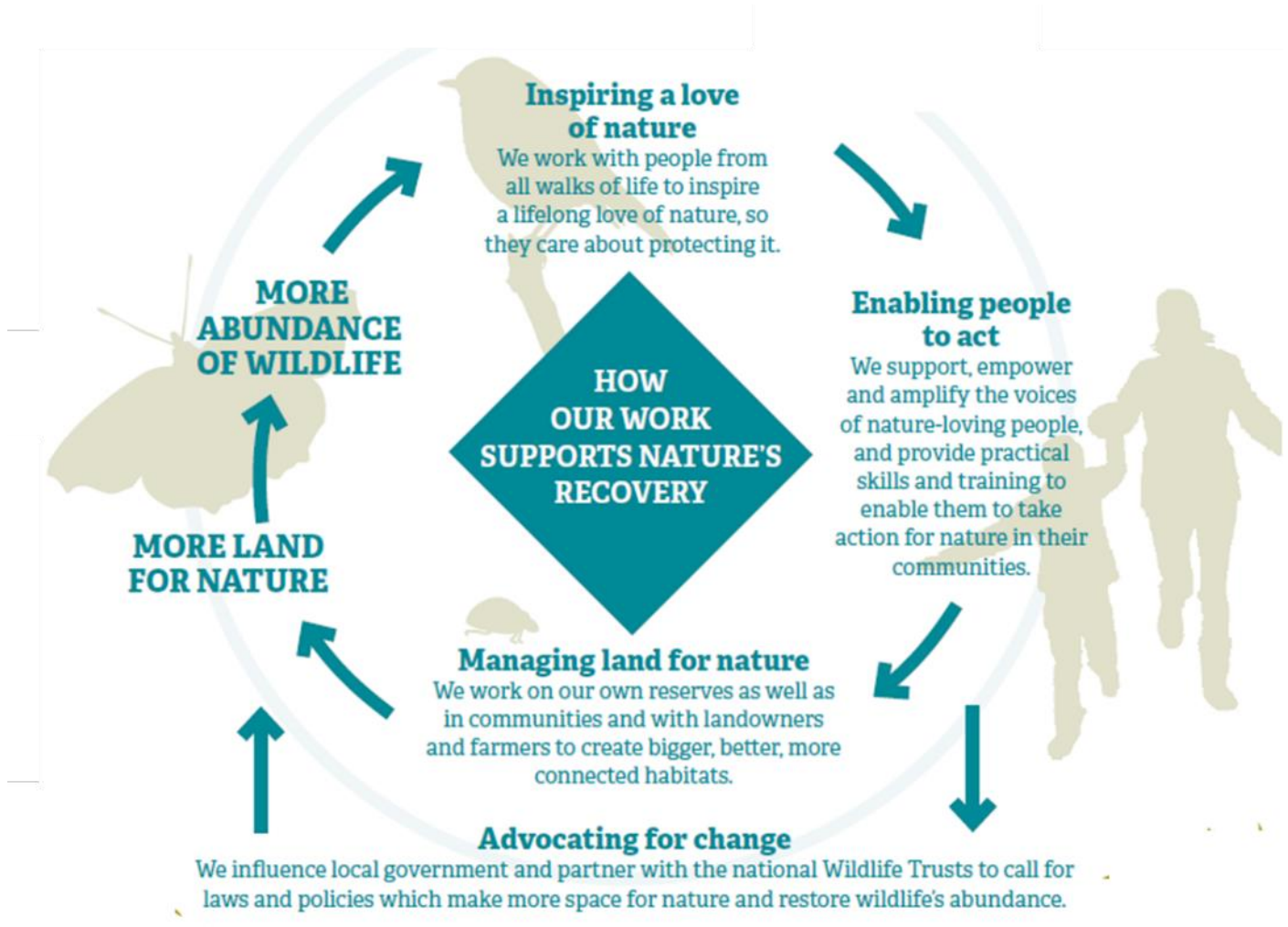
Ensuring Nature is for Everyone

Equality, diversity and inclusion is a key part of our strategy. We want to reach a wider range of communities, remove barriers to getting involved in nature and build an organisation that reflects the strength and diversity of communities in our area.



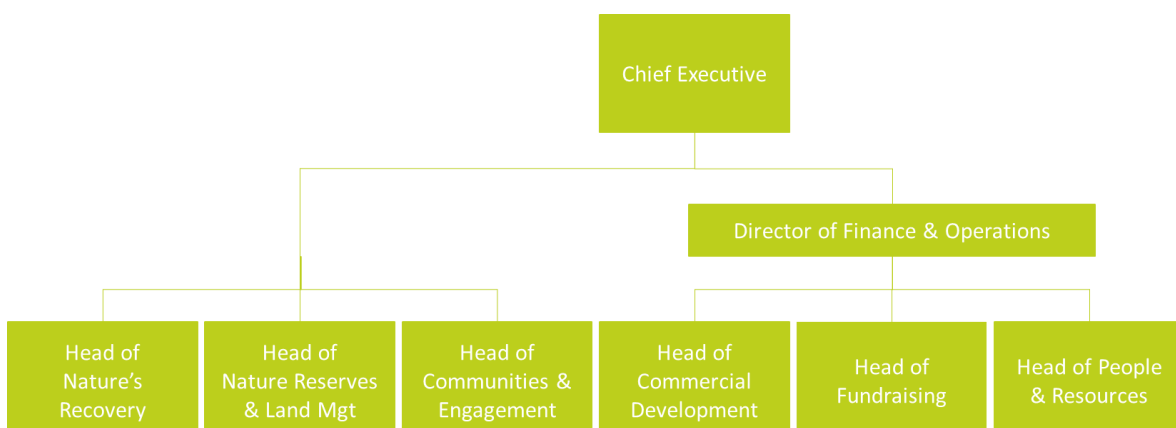
Our Approach

Only by lots of people working together can we reverse the declines in wildlife and enable nature to recover on a grand scale. Nature is resilient – but it needs everyone’s help, from farmers to town planners, and business owners to local people in their homes. Only when people have a connection with nature will they take the action needed to care for it. We are encouraging and supporting people throughout Avon to be a part of Team Wilder, working together to take action for wildlife and share what they’re doing with the aim of reaching a societal tipping point where prioritising wildlife becomes normal.



Our Structure

The Head of People & operations is part of our Leadership Team, working with colleagues to shape the vision and direction of the Trust and deliver our strategy, under the auspices of our Board of Trustees.



The Role

The last few years have been a period of profound change for Avon Wildlife Trust. Like many organisations, we have moved away from a model based on operating from our old headquarters, to a hybrid working approach including homeworking and operational hubs throughout our area. We have embraced collaborative online working through Microsoft Teams and are making the transition to fully cloud based IT systems. We are operating effectively in our new model, but much remains to be done to ensure that staff and volunteers are supported by the best facilities and systems that we can provide. We also need to update and streamline our policies and processes for HR, health and safety and governance. The Head of People and Resources is a new role in the Trust, introduced to help make and maintain this transition in areas including workforce development, facilities, HR, health and safety, safeguarding, IT, governance, project management and equality, diversity and inclusion.

Benefits

- Pension with 5% employer contribution
- Life assurance
- Flexible and agile working
- Wellbeing support including Employee Assistance Programme
- Employee Discounts and Cycle Scheme
- Wildlife Trusts Diversity networks
- Paid volunteering day
- Training and development
- One free AWT course day per year
- Minimum 33 days of holiday (25 annual leave + bank holidays) plus long service loyalty scheme
- The opportunity to make a real and positive difference to nature

Application Process

Many thanks for your interest in this post. We hope that the job pack provides enough information for your application. If you would like more information or just find out a bit more about this post and AWT, please call 0117 9177270 to arrange a conversation with our Chief Executive, Ian Barrett.

Application is through a three-step process. It starts with AWT's standard application form, so please fill this out, paying particular attention to the details of your relevant experience, knowledge and skills, which is used for shortlisting against the person specification. It is best not to assume prior knowledge and higher scoring is more likely if you explain carefully why you meet the person specification rather than simply stating that you meet it.

The deadline for **receipt** of completed application forms is **Wednesday 8 May**.

Please note that it is not always possible for us to acknowledge receipt of applications.

Selection Process

Step 1 – Apply by filling in the application form. CVs may be supplied as additional information but will not be used for initial shortlisting, rather used in subsequent steps. **Deadline: Wednesday 8 May**. This process will produce a shortlist of candidates.

Step 2 – Shortlisted candidates will be invited for interview by an initial selection panel. First interviews will be on or around **Thursday 23 May**.

Step 3 – Second interview for leading candidates will be on or around **Wednesday 29 May**.

(Please let us know in your application if you are unable to make any of these dates - we may be able to arrange a suitable alternative)

1. JOB DESCRIPTION

IDENTIFICATION OF JOB

Job Title	:	Head of People and Resources
Team	:	Finance & Operations
Working Base	:	AWT Head Office
Responsible to	:	Director of Finance & Operations
Responsible for	:	IT Manager, Volunteering Manager, Admin Support Officer, Office volunteers, outsourced HR Adviser, H&S Adviser
Overall Purpose of Job	:	To manage the people and resources operations of the Trust, ensuring that our staff, volunteers and Trustees are supported by the systems, facilities and culture they need to fulfil their roles safely, effectively and inclusively.
Main Responsibilities	:	<p>Develop our HR systems to attract, support, develop and retain talented people, including leading our systems and culture around equality, diversity and inclusion, performance management, volunteering, learning and development and internal communications.</p> <p>Provide oversight and supervision of the Trust’s buildings, operational facilities, vehicles and other shared assets, ensuring that our people have the facilities and equipment they need to fulfil their roles. This includes the landlord responsibilities associated with Folly Farm Centre.</p> <p>Ensure the effective development and maintenance of IT systems and infrastructure that supports our digital transformation, knowledge management and effective functioning of the Trust’s day to day operations.</p> <p>Continuously develop the Trust’s Health and Safety, safeguarding and data protection systems, monitoring and driving compliance to provide assurance of a safe environment for people involved in the Trust’s activities.</p> <p>Continuously develop systems to support the Trust’s effective operations, including project management and resource management systems, and monitor and report on implementation of the Trust’s Strategy Delivery Plan.</p> <p>Support the effective governance of the Trust and the operations of the Board, including organising and supporting meetings, co-ordinating our annual report and AGM and managing the recruitment process for new Trustees.</p> <p>Support the Trust’s procurement and contracting processes, including commissioning legal advice.</p> <p>Continuously improve the environmental footprint of the Trust’s operations, to go beyond net zero carbon and address the ecological impact of supply chains.</p> <p>Contribute to the Trust’s ongoing management, strategy and future direction as an active member of the Leadership Team, ensuring an integrated approach to restoring wildlife and inspiring people to take action.</p>

2. JOB SPECIFICATION

- Management and Supervision** : Management and development of a small Departmental team covering a range of specialist functions. Manages contractors providing expert advice and support in areas such as HR and health and safety. Responsible for planning and setting team goals and work priorities and inputting into organisational business planning. Drives compliance with operational standards throughout the Trust and provides guidance and advice to colleagues on a wide range of areas, including HR, Health & Safety, facilities and operations.
- Accountability and Resources** : Responsible for effective management, maintenance and safety of the Trust's buildings, operational facilities, vehicles and other shared assets. Plans, monitors and controls significant departmental budgets and resources. Accountable for ensuring the facilities, systems and processes are in place to support safe and effective operations throughout the Trust. Contributes to the effective management of organisational finances as part of the Leadership Team.
- Job Impact** : Responsible for ensuring that our staff, volunteers and Trustees are supported by the systems, facilities and culture they need to fulfil their roles safely, effectively and inclusively. High degree of operational impact ensuring the smooth and efficient running of resources systems and procedures. High degree of internal and external impact through risk management, policy development and input into strategy. Works internally within the Leadership Team and to support Trustees. Lead on employee wellbeing. Works externally through contact with suppliers, contractors, and partner organisations. Develops and maintains good communication and integration with all staff, and with consultants and volunteers.
- Independence and Judgement** : Considerable responsibility and autonomy for a variety of routine and non-routine work activities on a daily basis. Keeps abreast of changes in legislation and best practice relating to this role. Influences and delivers change to systems and processes, policy and procedures. Works flexibly and carries out any other duties that may be required.
- People and Contacts** : Liaising regularly with a wide range of contacts including Senior Leadership Team, staff, consultants, suppliers, contractors, service providers, volunteers, Trustees and members of the public. Works with all staff across the Trust in the delivery of, and improvements to, HR, H&S, IT and systems functions including on complex and potentially contentious matters where outcomes may have significant implications for the people involved. Networks with other people and operations managers across the Wildlife Trusts.
- Creativity and Innovation** : Large degree of personal responsibility and autonomy. Regularly exposed to unexpected or non-routine situations. Develops new approaches to working, finding solutions and applying original thinking to a broad range of situations.
- Working Conditions** : Based primarily at the Trust's Head Office in Great George Street, with opportunities for some home working. Some out of hours working for meetings, emergencies, deadlines and events. Some travel, primarily across the West of England region.

3. PERSON SPECIFICATION

Job Title	: Head of People & Resources
Team	: Senior Leadership Team

- Experience** :
- Proven experience of operations management covering areas such as HR, facilities, health and safety, IT and governance (E)
 - Proven experience of leading a diverse team to improve the quality and efficiency of the service they provide (E)
 - Experience of preparing and managing budgets (E)
 - Experience of procuring supplies and services from external organisations (E)

- Competence, Knowledge & Skills** :
- Good knowledge of HR management (E) and areas including policy development, cultural change, resource planning, and learning and devt, ideally holding or working toward a recognised HR qualification (D)
 - Ability to manage facilities and organisational assets (E)
 - Good working understanding of Health & Safety systems and operations (E)
 - Good working understanding of IT systems, with the ability to provide oversight of IT management to meet the needs of the organisation (E)
 - Good working knowledge of project management and resource management systems (D)
 - Understanding of Charity governance and knowledge of the legal framework and practice of office management, risk, HR, H&S, EDI and GDPR. (D)
 - Ability to work effectively across a range of areas, analysing information, preparing policies, identifying issues, recommending solutions, managing change and seeing through to implementation (E)

- Personal Qualities** :
- Commitment to the Trust's objectives and supportive of its values (E)
 - Strong commitment to supporting people, equality, diversity and inclusion (E)
 - Team player, able to work across teams to achieve goals (E)
 - Creative and solution focussed, with a flexible "can do" attitude (E)

Terms and conditions

Salary:	£40,000-£45,000 per annum depending on skills and experience
Contract:	Permanent
Hours:	37 working hours per week, Monday to Friday. A flexible approach to work will be required with some early morning, evening and weekend working potentially needed to effectively manage projects. Paid overtime is not available, but time off in lieu will be given.
Holidays:	25 days of paid leave each year (or part-time equivalent) plus Long Service Loyalty Scheme
Flexibility:	Subject to ensuring that the needs of the business and the role are met, the Trust, where possible, endeavours to meet the flexible working needs of its employees.
Pensions:	You will be eligible to be auto enrolled into The Trust's Group Personal Pension Plan arrangement. The Trust will contribute 5% of salary into the Plan. Staff can contribute to the scheme and under Auto-Enrolment legislation a minimum employee contribution of 3% is required.
Equal Opportunities:	Nature is for everyone and Avon Wildlife Trust is committed to building an inclusive organisation where the workforce reflects the cities and areas we serve and where colleagues feel confident about being themselves at work. Applications are welcome from people of all backgrounds, regardless of gender, sexual orientation, race, disability, marital status, age and religion, and are particularly encouraged from sections of society that are under-represented in the conservation sector. All appointments are made on merit.
Notice Period:	12 weeks following satisfactory completion of a six month probationary period.
Place of Work:	The post will be based at the Trust's headquarters in Bristol.
Training:	The Trust is fully committed to personal development and training.

