

HUMAN RESOURCES & VOLUNTEERING OFFICER INFORMATION

**GWT Vision**

Our vision is people close to nature, in a landscape rich in wildlife.

**GWT Mission**

Our mission is to champion nature conservation and inspire people about wildlife in Gwent.

**GWT Strategic Goals**

* Restore Wildlife
* Empower People
* Champion Natural Solutions
* Improve Our Organisational Resilience

**Scope of GWT** **Work**

With nearly 8,000 members, GWT is one of the largest of the six Wildlife Trusts in Wales. It has more than 200 active volunteers, employs 28 staff and manages 30 nature reserves. In the wider environment, GWT works closely with local authorities, Welsh Government, government agencies and other voluntary bodies. Its education work is an exemplar throughout Wales. It works in partnership with many voluntary and statutory organisations. It is a member of the UK-wide partnership of 46 independent Wildlife Trusts and as a corporate member of Wildlife Trusts Wales, it works very closely with the four other Wildlife Trusts in Wales.

**GWT Council of Trustees**

GWT’s policy and strategy is determined by GWT’s Council, which comprises 15 trustees elected for a period of five years after which they are ineligible for re-election for a year. Council meets every other month and the chief executive reports to these meetings. Trustees are selected for their skills which complement the staff skill set and can help further the charitable objectives of GWT.

**GWT Staff & Volunteers**

Five senior managers will report to the Chief Executive. The departments are:

* Usk to Wye Living Landscape (with expertise in land management and advisory)
* Gwent Levels Living Landscape (with expertise in biodiversity, planning, and advisory)
* Eastern Valleys Living Landscape (with expertise in education and community engagement)
* Membership & Fundraising (membership administration, managing and developing all aspects of membership, and unrestricted fundraising)
* Administration (Finance, HR, administration and Health & Safety)

**How to apply**

Please email the completed application to hr@gwentwildlife.org to arrive no later than **12pm on Friday 25th September 2020**. No applications received after this deadline will be considered. Applicants who are short-listed for interview will be expected to sign a paper copy of their application on the day. **Please do not send your CV**. **We do not accept postal or hand-written applications.**

If you have any questions or wish to discuss the post informally, please contact Leigh Danziger on 01600 740600.

**Short-listing**

All applications will be reviewed by a Selection Panel and candidates will be assessed on how they meet the criteria in the job description. Short-listed candidates will be interviewed on **Thursday 8th October 2020**.

**Interviews**

In addition to a formal interview, each selected interview candidate will be given a short exercise to demonstrate some of the skills required. Once contacted after interview, it is hoped that the successful candidate will start as soon as possible, subject to suitable references.

**Outline terms and conditions**

1. Salary £22,744 - £25,852 (pro rata and depending on experience).
2. Pensions operate through a Group Personal Pension Plan scheme with a 3% contribution deducted from the employee’s salary and a 6% employer contribution.
3. Probationary period of six months applies to this post, after which the post is confirmed by the line manager.
4. Period of notice – the post will be subject to a one to three-month notice period on either side, dependant on length of service.
5. Holidays – 20 days’ per year (in addition to public holidays), increasing by one day per year’s service (up to a maximum of 3). Christmas close down is between Christmas and New Year.
6. Full time staff work a 37½ hour week. Overtime is not paid, but a time-off-in-lieu scheme operates.
7. Maternity, Paternity and Parental Leaves operate at the statutory minimum.
8. Equal opportunities – GWT is an equal opportunity employer.
9. Details of Sick Leave, Notice and other Policies are detailed in the Statement of Main Terms of Employment and Staff Handbook, which can be made available on request.

**Location**

GWT’s main office is at Seddon House, Dingestow, eight miles south-west of Monmouth. The Human Resources & Volunteering Officer will be based here, but there may be occasional attendance at other GWT sites, Wildlife Trusts meetings and training events elsewhere in the UK.