



**Somerset**  
Wildlife Trust



# Wilder Somerset

## 2030



More space for nature where wildlife thrives  
with more people on nature's side



**Job description:**  
Somerset Environmental  
Records Centre Manager

Somerset Wildlife Trust is a local independent charity and the only organisation uniquely focused on improving the natural environment of Somerset for the benefit of wildlife and people. We champion Somerset's stunning, diverse, and important natural environment, making the case for nature to the public and politicians. We protect wildlife and lead the recovery of the environment by example, including on our nature reserves.

Somerset Wildlife Trust is one of 46 Wildlife Trusts across Britain which together with the *Royal Society of Wildlife Trusts* collectively form *The Wildlife Trusts*. We are the biggest charity movement in the UK working solely for nature and we believe that restoring nature on a landscape scale is essential for tackling climate change and biodiversity loss.

The climate and ecological crises require comprehensive, ambitious solutions and urgent action across all sections of society. The crises are also inexorably linked so it is vital that our new strategy, '[Wilder Somerset 2030](#)' is delivered with both at its core. We recognise that people are part of the solution and everyone has a role to play in restoring nature and averting the worst of the climate change. Research suggests that if 1 in 4 people in society take action then social tipping points can be achieved and widespread positive change can happen. This underpins one of our key strategic goals and Team Wilder is our delivery approach to inspiring and empowering others to help nature recover.

### Our New Vision

To deliver a Somerset wide nature recovery network creating more space for wildlife, benefiting everyone, and playing its part in helping us reverse biodiversity loss and tackle the climate crisis.

### Our New Mission

To champion the change needed to rebalance our relationship with wildlife and the natural world.

### Our Goals for 2030:

To ensure that nature is improving across the county, supported by restored natural processes, and is connected and protected through a Nature Recovery Network, with at least 30% of land and sea managed positively for nature.

For nature to be valued and protected by everyone, building a movement with at least 1 in 4 people taking action for nature's recovery across Somerset.

By 2030 to tell the story of nature's recovery in Somerset through a shared, live online State of Nature tool that monitors progress and informs action.



## About the post

For over 20 years SERC has been the focal organisation for holding data on wildlife sightings, types of habitats and geological information for Somerset. Set up in 1986 as a joint venture between Somerset Wildlife Trust and Somerset County Council, the Records Centre is a partnership organisation based within the Trust delivering a function of the County Council.

SERC is a member of the **Association of Local Environmental Records Centres** and has close links to the **National Biodiversity Network**, and the **National Federation of Biological Recorders**. SERC is hosted by Somerset Wildlife Trust who, together with our **partner organisations**, guide the development of the Records Centre through an Executive Group.

We are looking for an experienced manager to support the strategy and manage the SERC Team whilst positioning SERC as the 'go to' ecological data evidence provider for the county.

<b>Job Title</b>	<b>Somerset Environmental Records Centre (SERC) Manager</b>
<b>Grade</b>	Manager Level 3
<b>Salary</b>	£31,321 - £36,750
<b>Reports To</b>	Somerset Wildlife Trust (SWT) Head of Innovation and Evidence and the SERC Executive Group
<b>Team</b>	SERC Team
<b>Responsible for</b>	Three permanent staff – Data Management Officer, Ecologist and Records Centre Support Officer, as well as temporary staff where required.
<b>Job Purpose</b>	<p>Positioning SERC as the 'go to' ecological data evidence provider for the county, developing SERC through seeking out income-generating opportunities in line with the business.</p> <p>Developing excellent relationships with national and local recording communities, supporting them in the contribution of high-quality useful data that informs an evidence-led strategy to improve Somerset's natural environment.</p> <p>Developing and managing a team of specialists on a sustainable footing ensuring environmental information is gathered, stored, analysed, interpreted and managed in line with the requirements of the SERC partnership.</p>
<b>Position</b>	Permanent, 37.5hrs per week, evening and weekend working will sometimes be required to fulfil the duties of the post. Based at our Taunton office with opportunities for home working.
<b>Working Relationships</b>	<p><b>Internal:</b> CEO, All staff, Trustees, SERC Executive Group</p> <p><b>External:</b> SERC Executive Group, SLA holders, Partner organisations (statutory and conservation bodies), ecological consultancies, developers, local specialist recording groups, the ALERC community and general public. Volunteers and the Somerset Council.</p>

<p><b>Benefits of working for Somerset Wildlife Trust</b></p>	<p>We offer some fantastic benefits including:</p> <ul style="list-style-type: none"> <li>• 7% employer pension contribution</li> <li>• Life insurance</li> <li>• An annual professional institution subscription is applicable</li> <li>• Flexible and agile working</li> <li>• Wellbeing support – EAP, wellbeing champions</li> <li>• Diversity networks through RSWT/TWT</li> <li>• Paid volunteer days</li> <li>• Continuous Professional Development opportunities</li> <li>• 33 days of holiday (25 + bank holidays)</li> <li>• Staff social calendar and events</li> </ul> <p><b>The opportunity to make a real and positive difference to nature, communities and the climate.</b></p>
---	---

## Job Description – Key Responsibilities and Tasks

### Strategy and Business Development:

The SERC Manager will be part of the Operational Management Team supporting the Senior Leadership Team through clear strategy and business development by:

- Develop and oversee the strategic development, business planning and operational management of SERC.
- Ensuring SERC is financially sustainable and growing by seeking income generating opportunities to develop SERC business, identifying additional markets and services, and developing and implementing a Business Plan.
- Positioning SERC as the ‘go to’ ecological data evidence provider for the county and leading the marketing and communications to drive this forward.
- Ensuring SERC has capability and resource to achieve commitments through Service Level Agreements, ensuring that SERC is having a positive contribution to planning and policy across the county.
- Overseeing the development and delivery of the Somerset State of Nature Report, analysing and interpreting data to establish trends and identify where action for nature recovery needs to occur as the process for monitoring delivery of the Local Nature Recovery Strategy for Somerset.

### Responsibility 1: Data Analysis and Services

Manage a robust data collection and interpretation service by:

- Establishing customer requirements, including researching and monitoring of users’ needs.
- Contributing high quality information and searches to enable effective planning decisions
- Overseeing the work programmes in data capture, entry, management, analysis, interpretation and dissemination to support evidence driven decision-making.
- Negotiate SLAs with key existing and new service users

### Responsibility 2: SERC Team Management

Achieve the aims of the Business Plan agreed with SERC Executive Group and Somerset Wildlife Trust through:

- Managing the SERC team in the setting of objectives, considering succession, priorities and work programmes to ensure high quality, efficient and timely delivery of projects and services to users.

- Developing and applying Local Records Centre protocols and policies, meeting the requirements of data users and providers, as well as professional codes of conduct and the promotion of national standards, through achieving ALERC accreditation.
- Keeping abreast of and contributing to political and technical developments in biodiversity data management and make presentations of SERC's work and national policy development to seminars and conferences.
- Receiving and resolving complaints and representations about SERC services from data users and providers.
- Setting and managing budgets, risks and issues.

### **Responsibility 3: Develop through Advocacy, Influence and Delivery**

Be a specialist and nurture strong relationships by:

- Developing excellent relationships with national and local recording communities and support them to contribute high quality useful data that informs an evidence-led strategy to improve Somerset's natural environment.
- Coordinating the SERC Executive Group to deliver and monitor an effective strategy for the Records Centre that provides usable data for planners, Service Level Agreement holders and working with Somerset Wildlife Trust, in the provision of a conservation strategy for the county.
- Set data access parameters to secure SERC business model while making data as open access as possible
- Developing secure funding and commercial income streams, and manage SERC project-based work, meeting the aims of an agreed Business Plan and Somerset Wildlife Trust's strategy.

### **General**

- The job holder is required to follow and comply with all policies and procedures of Somerset Wildlife Trust which includes our health and safety and safeguarding procedures, ensuring the personal safety of all staff, volunteers, young people and vulnerable adults involved in the project.
- To carry out other duties relevant to your post as reasonably required by your line manager.
- To reflect the Somerset Wildlife Trust Values all areas of work.
- To work collaboratively with other Wildlife Trusts to share learning and achieve greater impact collectively.
- Somerset Wildlife Trust is committed to creating a more digital culture across the organisation. We aim to become more collaborative, agile and efficient through the use of digital technology. A basic level of digital skills is expected of all staff with the opportunity to improve these skills with career progression.
- Somerset Wildlife Trust has an Equality, Diversity and Inclusion Plan and is committed to continuing to improve the equality, diversity and inclusion of every aspect of our work; we know we need to engage with everyone to live our Values and achieve our goals. We welcome applications from everyone and are happy to discuss any accommodations or arrangements that would make the recruitment process better for you, and the working environment should you be employed.



**PERSON SPECIFICATION**

To succeed in this role you will need to demonstrate:

	<i><b>Essentials</b></i>	<i><b>Desirables</b></i>
<b>Qualifications</b>	Educated to at least degree level in a relevant subject or equivalent experience.	
<b>Experience/Knowledge</b>	<p>Knowledge of Local Record Centres functions and operations.</p> <p>Writing and implementing Business Plans, identifying opportunities for new income generating activities and securing funding to deliver objectives.</p> <p>Biological data collection and management</p> <p>Wide-ranging experience of collating data and providing evidence to enable decision-making that achieves positive biodiversity outcomes.</p> <p>Project management</p> <p>Developing, delivering and securing funding to achieve Business Plan objectives.</p> <p>Demonstrable operational management experience supporting a team of staff and volunteers.</p> <p>Developing and managing budgets.</p> <p>Risk management.</p> <p>Proven experience of achieving successful outcomes for biodiversity, working within local and national planning and policy frameworks, the application of Net Gain and biodiversity offsetting.</p>	<p>Knowledge of data and monitoring in related sector i.e. agriculture.</p> <p>Knowledge of Somerset's natural environment.</p> <p>Extensive knowledge of the biodiversity work of Local Authorities, as well as other statutory agencies.</p> <p>Experience of working with Local Records Centres.</p> <p>Developing and overseeing service level agreements and contracts</p>
<b>Skills</b>	Strong partnership working, interpersonal and influencing skills, including the ability to communicate with a wide range of stakeholders from experts to volunteers and recording groups.	Strong marketing and communication skills (online and offline), with the ability to effectively share the stories told by data held and inspire people to get involved.

	<p>Advanced IT skills in specialist applications for ecological data entry, manipulation and analysis, including GIS; word processing; spreadsheets/databases; presentation and project management.</p>	
<p><b>Attributes</b></p>	<p>Passion for and commitment to Somerset's wildlife and biodiversity.</p> <p>Vision and leadership with a flexible, can-do attitude, and judgement, in managing resources and people.</p> <p>Ability to solve complex problems effectively.</p> <p>Ability to manage a wide range of projects and issues concurrently.</p> <p>An ability to take an innovative approach to the demands of biodiversity data management and delivery.</p> <p>Serious approach to Health &amp; Safety procedures and policies.</p>	



**Somerset**  
Wildlife Trust



## SOMERSET WILDLIFE TRUST'S WORKING VALUES AND EXPECTATIONS

### Developing Somerset Wildlife Trust

To deliver our Wilder Somerset 2030 plan we, Somerset Wildlife Trust, will need to build our charity, be clear in our priorities and ensure our own actions support our aims. We have a new set of Values that will inform all our decision-making and actions to bring about nature's recovery across Somerset.

- We are passionate about nature.
- We believe everyone can contribute to nature's recovery.
- We love Somerset - its amazing wildlife and its communities.
- We are confident and brave in standing up for nature.
- We encourage innovative thinking and action for nature's recovery.

### To deliver our strategy we will:

- Support, inspire and enable others to act while leading by example.
- Develop a Climate and Environment Strategy that delivers on our own environmental commitments within the Trust covering all areas of our operation and land use including procurement, utilities, facilities, and transport to achieve carbon neutrality by 2030.
- Use our resources efficiently and effectively, harnessing the diversity, talent and commitment of our staff and supporters.
- Expand our supporter base and sources of income, including through embracing new opportunities to generate income streams that are compatible with our strategic goals and maintain financial stability.
- Embrace new ways to grow our impact and reach, with a particular focus on expanding our digital knowledge and experience.

