



**Somerset**  
Wildlife Trust



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Consultancy



# Wilder Somerset

## 2030



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

**Job description:**  
**Climate Adaptation Assistant**



## About Somerset Wildlife Trust

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 and Northern Ireland 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.

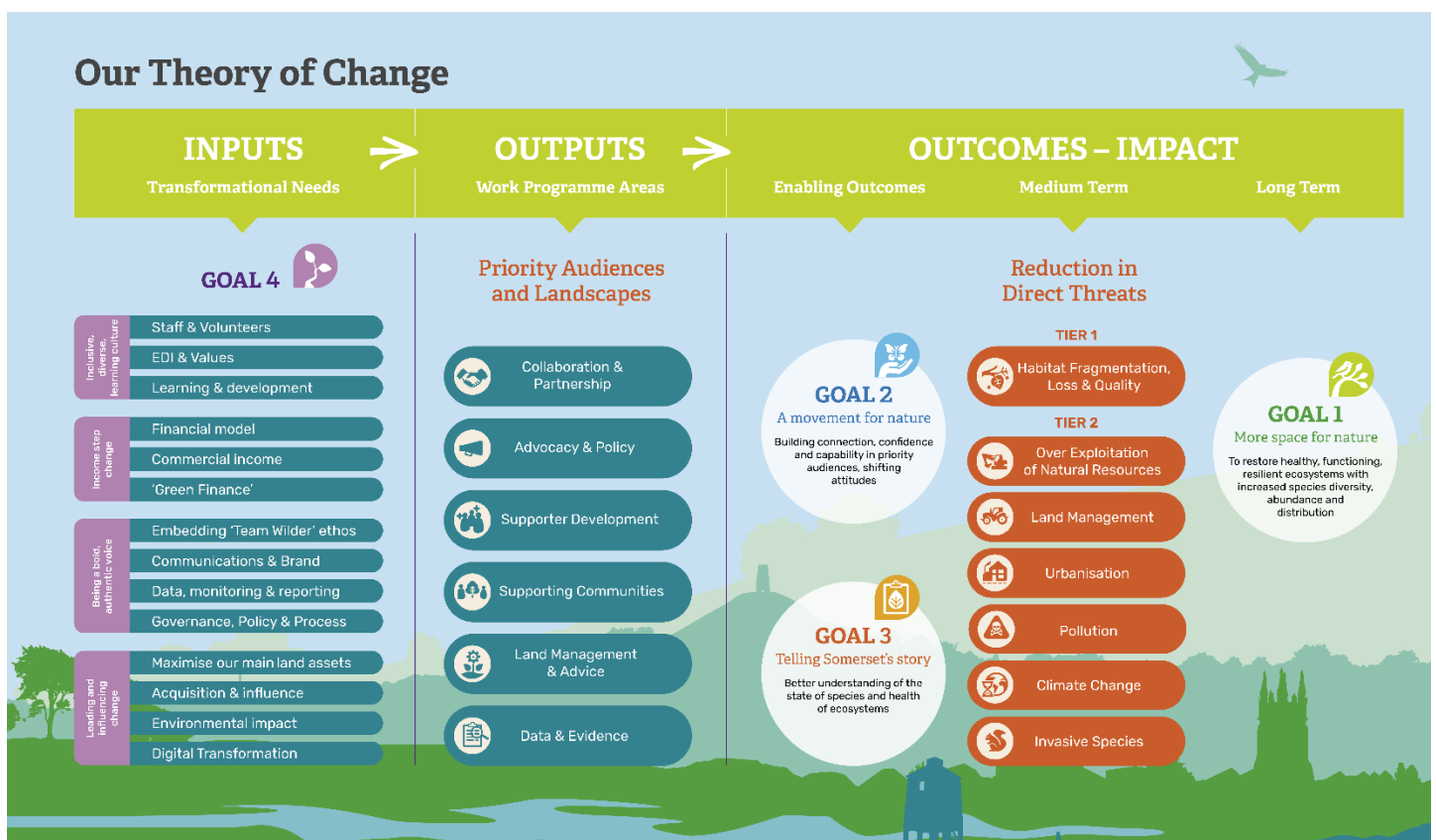
The climate and ecological crises require comprehensive, ambitious solutions and urgent action across all sections of society. The crises are also inexorably linked so it is vital that our strategy, ['Wilder Somerset 2030'](#) is delivered with both at its core. We recognise that people are part of the solution and everyone has a role to play in restoring nature and averting the worst of 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.



## About the post

As the Intergovernmental Panel on Climate Change's (IPCC) sixth assessment report laid out in March 2023, we are now on the brink of irrevocable damage from climate change; this is our 'final warning' and the time is now for action to address this crisis.

The report highlighted that restoring nature was one of the key actions needed to address this issue. Somerset Wildlife Trust (SWT) are at the forefront of this work in Somerset, and fully committed to this path through our Wilder Somerset 2030 Strategy and to delivering a vision whereby we reverse biodiversity loss and tackle the climate crisis.

As Climate Adaptation Assistant, you will be helping to deliver SWT's climate adaptation work across various projects. The overarching aim is to support communities to develop Climate Adaptation Plans, explore governance pathways for community-led adaptation, and create scalable toolkits and guidance materials. This is designed to foster climate change resilience and adaptation in the county, and therefore involves working with a variety of stakeholders, including SWT colleagues, partner organisations, farmers and landowners, experts and academics, local councils and community groups. Additionally, you will have opportunities to undertake training for personal and professional development.

<b>Job Title</b>	<b>Climate Adaptation Assistant</b>
<b>Banding</b>	Level 1
<b>Reports To</b>	Climate Change Adaptation Officer
<b>Team</b>	Nature Recovery
<b>Contract Type</b>	Fixed Term until the end of March 2027
<b>Job Purpose</b>	<p>To support the delivery and embedding of the 'Act to Adapt' process, through our 'Adapting Somerset' project. This work helps protect our fabulous wildlife and landscapes, as well as local communities, using nature-based and natural-process solutions to manage water, heat, and wildfire, helping map a positive future for Somerset in the era of Climate Change.</p> <p>Key outputs for the project will be:</p> <ul style="list-style-type: none"><li>• Co-creating Climate Adaptation Plans with communities across Somerset</li><li>• Inputting research and perspective on reserve and county-wide adaptation using RAD (Resist, Accept, Direct) and other methods</li><li>• Supporting monitoring and evaluation activities, including community surveys and partner feedback collection</li></ul> <p>Community engagement and consensus-based solutions approaches are major elements of the role. The role will also include a large degree of partnership working and liaison with technical experts in the Climate Change Adaptation Pathways and RAD approaches.</p>
<b>Position</b>	0.5 FTE (18.75 hrs) – Flexible with Mondays in the Callow Office. Hybrid working with a mixture of home working and site and office visits as required.
<b>Working Relationships</b>	<b>Internal:</b> All Staff and volunteers.

	<p><b>External:</b> Project staff from Somerset Rivers Authority, Somerset Council, FWAG Southwest, and University of Bristol.</p> <p>The public, community groups, Town and Parish Councils, landowners, infrastructure organisations, local councils, and academic partners.</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 assurance</li> <li>• An annual professional institution subscription if 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

Working closely with the Climate Adaptation Officer and wider project team from partner organisations, you will support the development and delivery of a programme of online and face to face communications, meetings, and workshops for focal communities. You will also help advance SWT's knowledge and understanding of climate adaptation approaches and help develop adaptation plans for priority habitats. Additionally, you will support the creation of reports to communicate the achievements of the project to our partners and funders.

#### Responsibility 1: Programme Delivery and Engagement

Engage and educate communities by:

- Supporting the continuing rollout of the Climate Adaptation Toolkit to explain the process of developing community-based solutions to the big issues of climate change.
- Supporting the organisation and delivery of Act to Adapt process and other events with stakeholders.
- Working with the Climate Change Adaptation Officer and Community Adaptation Officer to create reports for focal communities, summarising ideas and feedback from workshops, and providing suggestions for developing local adaptation plans.
- Assisting SWT at external meetings when giving presentations to various audiences.

#### Responsibility 2: Clear and consistent communications and project administration

Manage and support by:

- Supporting the development and implementation of a communications plan that raises awareness of the project and its impact, gathers support, and highlights Somerset as a place at the frontline for climate change.
- Developing information for lay audiences regarding climate change, sea-level rise, carbon storage and predicted changes in land use, to help people understand what the future may bring, especially in Somerset's wetland environments.

- Writing copy for social media posts and newsletters about project activities, to keep audiences abreast of the latest developments.
- Assisting with project administration work to share information and project developments with project partners in the UK and Europe.
- Contributing to the creation of reports on project activities to funders.

### **Responsibility 3: Knowledge-building and research**

Provide concise information, expertise and research by:

- Supporting the development of adaptation plans for priority habitats using the RAD approach, which will contribute to managing internationally important wetlands.
- Keeping abreast of national and international climate change developments and relating these to Somerset.
- Increasing personal and organisational knowledge of adaptation approaches.

### **General**

- The job holder is required to follow and comply with all policies and procedures of the Trust which includes the Trust's Health and Safety procedures in the workplace, ensuring personal safety and the safeguarding of the interests and safety of all staff, volunteers, children and young people and participants in the project.
- To uphold the working values and expectations of the Somerset Wildlife Trust.
- To carry out other duties relevant to your post as reasonably required by your line manager.
- The role may include some foreign travel to ensure close collaboration with all partners (dependent on funding applications).
- Support development and delivery of SWT's own approach to reducing environmental impacts and carbon reduction.
- Undertake a wide range of complex, technical and professional tasks in differing situations, with a degree of personal responsibility and autonomy. It is important to be able to work both alone and as a member of the team.
- Travel will be required across the county. A driving licence and use of own car is essential, as public transport is not always available.
- For SWT to work effectively, you may be required to assist with other areas of work and, therefore, you should be prepared to undertake other duties appropriate to the post, as delegated by your line manager.
- To work collaboratively with other Trusts from the RSWT federation.
- 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.





## PERSON SPECIFICATION

To succeed in this role, you will need to demonstrate:

	<b><i>Essentials</i></b>	<b><i>Desirables</i></b>
<b>Qualifications</b>	<p>A degree in a relevant environmental or social subject or equivalent work experience</p> <p>Full driving licence</p>	
<b>Experience/Knowledge</b>	<p>Knowledge and evidence of work and/or voluntary experience in the field of climate change or nature conservation</p> <p>Experience of working or volunteering in public-facing roles (preferably on environmental projects)</p> <p>Knowledge of how to create awareness and develop communications materials</p>	<p>Knowledge and understanding of the Adaptation Pathways process</p> <p>An understanding of mobilising social change through grassroots advocacy work</p> <p>Good knowledge of Somerset, its geography, people and wildlife</p> <p>Working knowledge of current conservation issues</p> <p>Knowledge of wetland land management and farming challenges</p> <p>Experience in organising and delivering public events and activities.</p>
<b>Skills</b>	<p>Good organisational, administrative, communication skills (written and verbal), report writing, and IT skills (Microsoft applications)</p> <p>Strong proofreading skills with a keen eye for detecting and correcting errors in grammar, spelling, punctuation, and consistency across written materials.</p> <p>Proficient in the use of social media and with internal communications like Teams and Sharepoint.</p> <p>Good inter-personal skills, with a responsible, team-oriented approach to work</p>	<p>Ability to research, synthesise and communicate complex information to lay audiences.</p> <p>Experience with Canva, Mailchimp, Squarespace CMS and Adobe pro video editor</p> <p>Ability to network at grassroots level with community and/or landowning groups</p> <p>Knowledge of consensus-based decision-making approaches</p> <p>Ability to communicate community concerns and</p>

		aspirations to technical audiences.
<b>Attributes</b>	<p>Innovative, resilient and self-motivated – a solution seeker</p> <p>Tact and diplomacy</p> <p>Ability to demonstrate creativity and enthusiasm</p> <p>Ability to work effectively under pressure and to deadlines</p> <p>Commitment to wildlife conservation and climate action</p> <p>Effective and inspiring communicator</p> <p>Able and willing to work weekends and evenings when required, for which TOIL is applicable</p> <p>Willing to travel throughout Somerset with full access to and use of own car.</p>	



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## 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.

