



**Herts &
Middlesex**
Wildlife Trust



Digital Transformation Manager

Recruitment Pack

Creating a **wilder** Hertfordshire and Middlesex

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1 Message from the Chief Executive

Wildlife is in trouble. We need to reverse the trends in species and habitat decline and this is a crucial time to address the ecological and climate crisis. Are you the person we are looking for to play a key role in nature's recovery in Hertfordshire and Middlesex?

Our strategy for a wilder Hertfordshire and Middlesex is ambitious. We have set a target of 30% of land to be protected and managed for wildlife by 2030 and we want to be a catalyst for a step change in the number of people taking action for wildlife.

We have been lucky enough to secure funding from the National Lottery Heritage Fund to undertake a digital transformation, creating a more efficient and effective organisation.

We are recruiting for a Digital Transformation Manager to lead the project, running staff and volunteer working groups to understand need, review and assess how digital software and technology can improve efficiency, and implement new systems and changes as identified through the scoping process. One area already identified through staff engagement sessions is a migration to Sharepoint, which is expected to be a key focus of the role.

You'll be part of the Trust's Business Support Team, leading on identifying, developing and delivering the Trust's digital transformation plans in order to improve collaboration and efficiency across the Trust.

We are looking for someone with experience in delivering change management within digital systems, and an excellent understanding and knowledge of business IT systems. You must be a compelling advocate for the work of the Trust.

If you feel you have the drive, knowledge and experience we need and want to work with people who care passionately about the future of wildlife, please do apply.

Lesley Davies

Lesley Davies
Chief Executive



2 About the role

Title	Digital Transformation Manager
Reports to	Head of Business Support
Work base	<p>The Trust's activities cover Hertfordshire and the London Boroughs of Barnet, Enfield, Harrow and Hillingdon.</p> <p>The Trust's offices are at Grebe House, St Albans, AL3 4SN</p> <p>The Trust supports flexible and hybrid working</p>
Hours	<p>30 hours per week (0.8FTE)</p> <p>Other options would be considered for the right candidate</p>
Employment Term	Two-year fixed term contract
Salary	Scale point 29-34 plus contribution to pension auto-enrolment
Salary Scale	£33,152 - £38,519 FTE (pro rata)
Job purpose	<p>This is a pivotal role in advancing the Trust's digital transformation journey.</p> <p>The role will initially lead on liaising and consulting with teams across the Trust to document their specific technical challenges, pain-points and potential future needs.</p> <p>It will require the ability to build a digital transformation roadmap comprised of technical projects that answer the needs of the Trust's staff and volunteers as well as ensuring the organisation maintains the highest standards of IT systems and digital compliance.</p> <p>This role will then lead on executing the identified digital transformation projects as part of the roadmap, ensuring adherence to agreed project milestones, budgets and deadlines, supported where necessary by our external IT support provider, as well as conducting the relevant learning and training for staff and volunteers.</p>

Main responsibilities

- Be the lead for the Trust's Digital Transformation working group, liaising with department leads and stakeholders to develop a Digital Transformation framework and process to assess and identify gaps and opportunities for digital improvement across the organisation.
- Research, design, develop and deliver the Trust's migration to Sharepoint, supported where necessary by our external IT support provider.
- Support the development of staff skills and digital literacy through structured training and informal mentoring, to foster a culture of digital confidence, compliance, competence, and support effective internal communication through Microsoft 365, VOIP and other digital applications.
- Take responsibility for recognising and sharing digital opportunity and innovation which will enable staff to work effectively and will support the Trust's strategy.

- Lead on other digital projects as identified, producing robust scoping documents, carrying out thorough planning and delivering beneficial and positive outcomes which will be seen across the organisation.
- Liaise with the Trust's IT support provider with regards to specific project consultancy needs as identified through scoping work.
- Embed structures, systems and working habits across the organisation to ensure compliance, consistency, continuity and professionalism.
- Stay informed on external trends (opportunities and risks), and feed these in as appropriate to provide a healthy challenge to existing ways of working and driving change.
- Explore and then support/lead on agreed funding and partnership opportunities to deliver digital transformational change.
- Engage with the Head of Digital Transformation at the Royal Society of Wildlife Trusts, and the wider Digital Transformation Delivery Group across the federation, to collaborate with, learn from and share lessons learnt.

The Trust retains the right to amend the job description in consultation with the post holder to reflect changes in or to the job.

	ESSENTIAL	DESIRABLE
Personal qualities	<ul style="list-style-type: none"> • A desire for continued improvement. • A focus on solutions, impacts and outcomes with innovative thinking to problem solving and to capitalise on new opportunities. • Ability and motivation to work on own initiative. • Strong interpersonal and verbal communication skills across all levels. • Excellent organisational skills. 	<ul style="list-style-type: none"> • Confidence in presenting to large audiences
Experience, Knowledge & Skills	<ul style="list-style-type: none"> • Excellent understanding and knowledge of business IT systems. • Advanced knowledge in Microsoft Office 365. • Experience in using and administering Sharepoint. • Experience of IT and digital strategy development and long-term planning. • Experience in project and budgetary management. • Ability to confidently structure and run workshops and discovery sessions. 	<ul style="list-style-type: none"> • Experience of delivering change management and learning programmes within digital systems. • An ability to work with colleagues and volunteers with different levels of understanding and skills in IT in order to provide the appropriate level of support. • Knowledge of the voluntary sector would be beneficial.

Conditions

- A commitment to equal opportunities and to the Trust's values.
- The role may involve very occasional weekend or evening work, as identified by the project scope.
- Attendance at the Trust's office and at face-to-face meetings as agreed and as required by the role.
- A probationary period of 6 months applies.
- The Trust operates a 37.5 hour week. Overtime is not available, but flexible working is encouraged and when applicable, time off in lieu may be taken for authorised additional time.
- Where the post-holder uses their car and drives on Trust business, they will be required to hold a full current valid driving licence and be insured for business. Travel expenses are paid as outlined in the Employee Handbook.

How do we support you?

The Trust strives to be a positive employer supporting our staff through flexible and hybrid working, and training and development. We recognise the importance of our staff team and looking after their health and wellbeing. Our values and expected behaviours reflect the culture which the Trust seeks to maintain to ensure productive, efficient, effective and pleasant workplaces and roles.

In support of this, we offer an excellent benefits package, ranging from office perks, generous leave entitlements and financial benefits. You can find out more here - <https://www.hertswildlifetrust.org.uk/jobs/benefits>

3 Recruitment and selection process

How to apply

First, read through the job description and requirements of the role.

If you have any specific questions relating to the role, or if you are excited by this opportunity but you don't meet every single requirement, then please do get in touch. You might be the person who could have the biggest impact and we are committed to supporting professional development.

Should you need any adjustments to the recruitment process, either at application or interview, please contact us.

You can arrange a call with Becky Vernon-Clinch, Head of Business Support, by emailing becky.vernon-clinch@hmw.org or calling 01727 858901 [ext 256].

When you're ready, please send us a copy of your up-to-date CV and a supporting statement (max 2 sides of A4), outlining your interest in the role and how you meet the role's criteria to recruitment@hmw.org.

The application deadline is **9am on Monday 3rd June 2024**. Early application is encouraged as we will be reviewing applications as they are received and may contact you to discuss your application further before the interview stage.

All applicants will be sent a request to complete a voluntary, anonymous equal opportunities form online.

Selection Process

We will be contacting shortlisted candidates by close of play **Tuesday 4th June**.

Shortlisted candidates will be invited to a short first stage interview online on **Thursday 6th June**.

A number of final shortlisted candidates will then be invited to a second stage full interview in person on either **Monday 10th** or **Tuesday 11th June** at our offices in St Albans.

We try to get back to everyone, but this isn't always possible, so if you have not heard from us within a week after the application deadline, unfortunately it will mean that your application was unsuccessful on this occasion. Keep checking back on our jobs page though as we often have new opportunities.

An offer of employment made by Herts and Middlesex Wildlife Trust is subject to:

- Satisfactory written references
- A pre-employment medical assessment to ensure we make any necessary adjustments for you and to confirm suitability for the role
- Confirmation of the right to work in the UK
- A satisfactory Disclosure Barring Check

Information from your application will be processed in accordance with the General Data Protection Regulations. Individuals have, on written request, the right of access to personal data held about them. Please see our Applicant Privacy Notice on our website - hertswildlifetrust.org.uk/policies.

Formed in 1964, Herts and Middlesex Wildlife Trust is a local nature conservation charity which strives to stand up for wildlife and play a leading role in nature's recovery. We are part of the national federation of Wildlife Trusts which cover the whole of the UK and we work closely with our Wildlife Trust colleagues to raise awareness of and deliver landscape-scale conservation.

Our office is based in the beautiful Verulamium Park on the edge of St Albans city.

We have around 50 members of staff, made up of full time and part time roles; all enthusiastic, friendly and committed to making a difference. Some roles including the Finance Team and Business Support Team are primarily desk-based. Our Nature Recovery Team and Development Team colleagues spend more time away from the office, managing our nature reserves, advising on land management and delivering community engagement.

We encourage all the members of the team to get involved in Trust-wide activities, such as our public events and the AGM, and visiting nature reserves. We regularly get together as the full staff team to hear about new projects, recent wildlife discoveries and community groups we are working with.

There is great contrast within Hertfordshire and the four Middlesex boroughs we cover, from urban areas to quiet agricultural landscapes. We have a wide variety of habitats from flower-rich grasslands and ancient woodlands, to our internationally important chalk streams. In our nature reserves and the wider countryside, we have nationally rare species such as water voles and black necked-grebe. Protecting existing places which are important for wildlife and seeking to connect these sites is vital. Our area faces the combined challenges of climate change and biodiversity loss, as well as high levels of new housing and transport infrastructure.

The Trust's Strategy 2030 sets out our vision and goals. We want to see more space for nature and more people standing up for wildlife and taking action. It is also important that nature is recognised as playing a central role in helping to address issues such as climate change and health and wellbeing. An objective shared by all the Wildlife Trusts is to achieve 30% of land managed and protected for wildlife by 2030.

Working at the heart of communities across our area, we have 23,000 members who support us financially, and over 1000 volunteers. Our board of 12 Trustees are drawn from a variety of backgrounds, from business to local government and the charitable sector.

We run a variety of partnership projects which aim to inspire the local community and be the catalyst for action. Inspiring people to take action for wildlife through events, communications, project work and advocacy work is core to the Trust and aims to help us to achieve the step change needed to give wildlife and wild spaces a more positive future.

We manage over 40 nature reserves which cover habitats including ancient woodland, lowland meadows, heathland, wetlands and lakes. They are managed to maximise their value for wildlife and to be welcoming places for visitors. We also provide advice to landowners such as schools, golf courses, local authorities and farmers on action they can take for wildlife.

The Trust hosts the Herts Environmental Records Centre and in 2020 we published the Herts State of Nature report. This analysed changes to species and habitats over the last 50 years and identified

priorities for conservation action in our area. This research underpins the work of the Trust and we use it to inform the work of others, such as the upcoming Local Nature Recovery Strategy.

Our planning advisors alongside the Records Centre play a vital role in informing the planning agenda, commenting on planning applications, local plans and major infrastructure to ensure that the ecological implications of new housing and infrastructure proposals are fully considered. We are playing a leading role in advising local authorities to understand and implement biodiversity net gain.

Our strategy

We believe that wildlife should be able to thrive alongside our everyday lives and that everyone benefits from having access to nature. If we work together as a community, nature will recover and we will create a greener, sustainable and wilder future.

This is a pivotal time and we must all take action for wildlife before it is too late. Based on the findings of the Trust's seminal report *Hertfordshire State of Nature*, published in 2020, we have created a strategy for nature's recovery across Hertfordshire and Middlesex, underpinned by three goals:

- More land in Hertfordshire and Middlesex is managed and protected for nature
- More people are standing up for wildlife and taking action for nature's recovery
- Nature plays a central and valued role in helping to address climate issues and people's health and wellbeing

Our values

We are passionate about standing up for wildlife and offer leadership in wildlife conservation in Herts & Middlesex. We do this by being:

- Driven to inspire and support others to take action for wildlife
- Forward looking with ambition and innovation
- Collaborative and partnership minded
- Delivery and solution focused
- Lead by science

Our culture

We are a welcoming organisation which encourages professionalism and consideration of others. We expect all our team members to strive to be:

- A positive member of the team
- Open to new ideas and ways of working
- Aware of self and others
- A great representative of the Trust
- Demonstrate good organisation and planning
- Strive to communicate well
- Demonstrate trust and integrity

To find out more about our work, please visit our website hertswildlifetrust.org.uk.

To view the Wildlife Trusts national website visit wildlifetrusts.org.



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“We have the choice of a better – and wilder – future. A future where wildlife thrives alongside people. A future where nature helps us in the fight against climate change.”

The time is now to create a wilder future.”

Sir David Attenborough
President Emeritus, The Wildlife
Trusts

The Hertfordshire and Middlesex Wildlife Trust Limited (Herts and Middlesex Wildlife Trust), a registered charity in England and Wales (239863). A company incorporated and registered in England and Wales (company number 816710). Registered address Grebe House, St. Michael's Street, St. Albans, Hertfordshire, AL3 4SN.