



**Herts &
Middlesex**
Wildlife Trust



Environment
Agency



Lee Valley
Regional Park Authority



Bee © Tom Marshall



Species Recovery Officer

Recruitment Pack

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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 Environment Agency, Lee Valley Regional Park Authority and GSK to continue our long-standing species recovery work and create a more efficient and effective organisation.

We are recruiting for a Species Recovery Officer to help deliver our Nature Recovery plans for Hertfordshire. You'll be part of the Trust's Rivers Recovery Team, providing a key role in protecting and recovering freshwater flora and fauna across the County, with an initial focus on leading our Water Vole recovery and Invasive Non-Native Species (INNS) eradication work. You will collaborate with a wide range of volunteers, land holders and partner organisations to continue our concerted efforts to prevent Water Vole from going extinct (begun in 2005), coordinate and support Water Vole reintroduction schemes to ensure they are thriving on all Herts rivers by 2030 and deliver an ambitious programme of INNS control applying a catchment-based approach.

We are looking for a well organised, proactive and people focused individual, with strong wetland ecology skills and solid experience of planning and leading wetland mammals surveys (Water Vole, Otter and American Mink), volunteers management and ideally INNS control activities. You'll need to be comfortable engaging with and providing advice to a wide range of individuals, as well as hold an innate passion for protecting and restoring freshwater wildlife. 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.

Laura Burrows

Laura Burrows
Chief Executive



Title	Species Recovery Officer
Reports to	Rivers Recovery Manager
Responsible for	Contractors and Volunteers
Work base	<p>The Trust's activities cover Hertfordshire and the London Boroughs of Barnet, Enfield, Harrow and Hillingdon.</p> <p>The post is based at the Trust's offices at Grebe House, St Albans, AL3 4SN with extensive travel across Hertfordshire.</p> <p>The Trust supports flexible and hybrid working. This role may involve some lone working.</p>
Hours	22.5 hours per week (0.6 FTE)
Employment Term	Two-years (24 months) fixed term contract, with the possibility of extension
Salary	£15,486 p.a. (£25,810 FTE)
Salary Scale	Scale point 19 - 23 plus contribution to pension auto-enrolment

Job purpose

The Species Recovery Officer will coordinate the work of the Trust to control/eradicate invasive non-native species in Hertfordshire and Middlesex, enabling native species to thrive and thereby contributing to nature's recovery. The Trust has an ambition for Water Voles to be thriving on all its rivers by 2030.

Main responsibilities

1. Co-ordinate and manage a programme of work to control/eradicate key invasive non-native species (INNS) in Hertfordshire and Middlesex.
2. Provide training for volunteers to enable them to survey and monitor invasive non-native species and Water Voles.
3. Co-ordinate Water Vole surveys and invasive non-native species monitoring across Hertfordshire and Middlesex.
4. Co-ordinate work across Hertfordshire and Middlesex to eradicate American Mink to protect existing Water Vole populations and encourage their expansion.
5. Maintain a GIS layer of survey data of invasive non-native species and Water Voles which will be distributed to partners, such as Lee Valley Regional Park Authority and Environment Agency.
6. Represent Herts and Middlesex Wildlife Trust on the Waterlife Recovery Trust Steering Group and provide reports to them on the status of American Mink and Water Voles in Hertfordshire and Middlesex.
7. Raise awareness of non-native invasive species and Water Voles through work with volunteers, walks, talks and events.
8. Provide advice to land holders, land managers and conservation groups to enable them to contribute to the control/eradication of invasive non-native species and the conservation of Water Voles.
9. Organise and manage an annual public conference focusing on Water Voles and invasive non-native species in Hertfordshire and Middlesex.
10. Recruit, develop and support volunteers as required to survey and monitor Water Voles and invasive non-native species.

11. Duties can involve working outdoors, walking and standing, where appropriate, for prolonged periods of time.
12. Provide advice and support to funding partners, currently Environment Agency and Lee Valley Regional Park Authority.

Carry out all other such duties, as may be reasonably required, from time to time, determined by the Line Manager and/or Director of Nature Recovery and/or Chief Executive.

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 collaborative approach to achieving nature's recovery. • Friendly and approachable. • Confident, assertive and able to speak authoritatively with land holders/managers. • Good attention to detail. • Enthusiasm for wildlife and nature conservation. • Comfortable speaking in public and presenting to audiences. • A flexible approach to achieving work goals. • Prepared to work occasional evening and weekends when required. 	
Experience & Knowledge	<ul style="list-style-type: none"> • Relevant degree (e.g. freshwater science, ecology, geography or similar) and/or strong relevant experience. • A good working knowledge of wetland ecology, specifically Water Voles and invasive non-native species. • Experience of surveying for British wetland mammals. • Experience of co-ordinating, developing and supporting volunteers. 	<ul style="list-style-type: none"> • Managing contractors to deliver conservation activities. • Delivering INNS control activities (plant and animal). • Providing ecological advice to land holders and organisations. • Organising and delivering events, walks and talks.
Skills	<ul style="list-style-type: none"> • A good understanding of administrative/office processes. • Strong IT skills, including MS Office suite of applications. • Good communication skills – both written and verbal, with an ability to communicate with diverse audiences. • Excellent organisational skills. • Ability to prioritise and be flexible. 	<ul style="list-style-type: none"> • Basic GIS skills including plotting data, managing layers and creating maps. • Working outdoors in rural and/or remote conditions for extended periods of time • First Aid qualified • Protected species licence holder (water vole).

	<ul style="list-style-type: none"> • Proactive approach and able to work under own initiative. • Ability to work on and near to water and rivers. • Physically able to carry out tasks involving lifting, carry and bending. 	
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Conditions

- A commitment to equal opportunities and to the Trust's values.
- The role is based at our offices in Grebe House, St Albans, but travel to other locations across the area will be required on a regular basis and occasional travel to national or regional meetings and conferences may be necessary for the role.
- Attendance at the Trust's office and at face-to-face meetings as agreed and as required by the role.
- The role involves occasional weekend or evening work, as identified by in the project work/for example helping with public events, supporter events and promotional activities promotional activities.
- Access to a vehicle for work purposes.
- 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.
- The Trust is committed to safeguarding and promoting the welfare of children, young people and adults at risk. For applicable roles, applicants must be willing to undergo checks with past employers and Disclosure and Barring Service checks at the eligible level.
- 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.
- A probationary period of 6 months applies.

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>

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.

If you would like an informal discussion about this opportunity or have any specific questions, you can arrange a call with Sarah Perry, Rivers Recovery Manager by emailing recruitment@hmwt.org.

When you are ready, please complete the application form and sent it to recruitment@hmwt.org.

The application deadline is **5pm on Wednesday 20th May 2026**. 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 **Friday 22nd May 2026**.

Shortlisted candidates will be invited to a short first stage interview in person on **Thursday 4th June 2026** at our offices at St. Albans. There is the potential that a second stage interview may follow.

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:

- A satisfactory DBS check at the appropriate level (if the role is eligible)
- Satisfactory written references
- Satisfactory explanations of any gaps in employment history
- Relevant qualification certificates to verify information provided (if applicable)
- Proof of identity and confirmation of the Right to Work in the UK
- Details of any unspent criminal convictions, enabling the Trust to carry out a risk assessment, understand the implications of the conviction and the suitability of the candidate
- A pre-employment medical assessment to ensure we make any necessary adjustments for you and to confirm suitability for the role

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.

“Herts & Middlesex Wildlife Trust is committed to safeguarding and promoting the welfare of children, young people and adults at risk. For applicable roles, applicants must be willing to undergo checks with past employers and Disclosure and Barring Service checks at the eligible level”

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

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