



**Herts &
Middlesex**
Wildlife Trust



Bee © Tom Marshall

Events Officer

Recruitment Pack



Creating a **wilder** Hertfordshire and Middlesex

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Staff & Trustee Away Day 2025 © Lea

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 are recruiting an Events Officer to support with development, coordination and delivery of the Trust's events programme, with the aim to engage our supporters, reach new audiences and generate new income streams.

You'll be part of the Trust's Engagement Team but will work with colleagues across the Trust to establish an innovative and impactful programme of events and activities that will support our commitment to nature's recovery.

We are looking for an enthusiastic self-starter with experience of planning, promoting and delivering engaging programmes, with a creative approach and a commitment to collaborating with others to deliver a shared aim. You must also 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
Chief Executive



2 About the role

Title	Events Officer
Reports to	Engagement Manager
Responsible for	Volunteers; external providers and contractors
Work base	The Trust's activities cover Hertfordshire and the London Boroughs of Barnet, Enfield, Harrow and Hillingdon. The post is based at the Trust's offices at Grebe House, St Albans, AL3 4SN with extensive travel across Hertfordshire. The Trust supports flexible and hybrid working. This role may involve some lone working.
Hours	37.5 hours per week (minimum 3 days a week at Grebe House/on-site; some lone working)
Employment Term	Permanent
Starting salary	£30,054 p.a. (SCP 24)
Salary Scale	Scale point 24-28, plus contribution to pension auto-enrolment.

Job purpose

The Events Officer will coordinate and support the development and delivery of the Trust's events programme, with the aim to engage our supporters, reach new audiences and generate new income streams to support our work for nature's recovery.

The postholder is expected to support and embrace a positive team culture, and to uphold the Trust's values and expected behaviours at all times. They should act as a positive role model for staff, volunteers and external stakeholders through a professional, collaborative and engaging approach.

Main responsibilities

1. Co-ordinate and develop the Trust's events programme including preparation of a clear and targeted events plan, collaboration with other teams and event delivery leads, in person support as needed for event delivery, and oversight of the on-line booking system.
2. Thematic responsibilities for the events programme (in person and online) include:
 - a. Supporter engagement: develop and coordinate delivery of a targeted programme of events and activities to engage and develop our relationships with Trust members (individuals and families), donors and volunteers;
 - b. Income generating events: develop and coordinate delivery of an innovative programme of chargeable events which appeal to a variety of audiences, support awareness and connection to wildlife and drive income growth;

- c. Project and community-based engagement: coordinate event and activity plans from community and other project leads to bring them into the wider Trust event programme and supporting with materials and equipment as needed;
 - d. Larger Trust events: provide logistical leadership, coordination and practical delivery for events including for example the Annual General Meeting, Volunteer Thank You Event, Members Days and Herts Rivers Week.
 - e. Third party events: coordinate and support participation by Trust staff and volunteers such as delivery of talks, leading workshops and engagement activities, participating in panels and information stalls.
3. Collaborate with colleagues from across the Trust to ensure the events programme is supporting delivery of the Trust's strategy and development plans, and in line with the needs of individual teams and projects.
 4. Actively promote the events programme, enabling maximum participation and where relevant income generation, using multiple Trust and third-party channels and contributing to development and delivery of the Communications Plan.
 5. Monitor and oversee Trust event equipment and materials, including condition checks and booking arrangements.
 6. Oversee and track progress of relevant budget lines providing reports and updates as required.
 7. Increase capacity for income generation through a dedicated programme of chargeable events, meeting clear income targets and KPIs.
 8. Develop and oversee a team of volunteers to deliver and support events throughout the programme.
 9. Carry out regular monitoring and evaluation of the events programme, for example through data and participant feedback analysis.
 10. Provide regular progress and planning updates for reporting to Senior Management and Trustees, including reporting against stated KPIs and other success measures.
 11. Responsibilities will include working outdoors, in or near water, prolonged standing and some manual handling.
 12. Attend relevant training and development sessions to keep on top of compliance and best practice requirements.
 13. Promote the work of the Trust generally through, for example, attendance at partnership and local activity forums, participation in events and activities.
 14. Demonstrate our Trust values every day behaving with courage, respect, and integrity whilst trusting others and taking responsibility for your actions at all times.
 15. Champion our commitment to being fully inclusive, accessible, and reflective of our local diverse communities, putting this into practice at every opportunity to maximise the success of our engagement activities.

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

Date prepared: July 2026

	ESSENTIAL	DESIRABLE
Personal qualities	- Committed, enthusiastic and able to manage your own work well. - Able to get started without being asked, stay motivated and understand how your work fits into the bigger picture. - Creative, able to come up with new ideas and understand what's needed to make them happen. - Self-motivated, proactive and target driven with an entrepreneurial spirit and a passion for delivering results. - Friendly and customer/people-focused, with the ability to build good relationships. - Able to work well with colleagues from different teams and with outside organisations	An enthusiastic advocate for local wildlife and the benefits of connecting people with nature.
Experience and knowledge	- Experience of helping to plan and run public activities, events or resources. - Experience of planning and delivering events and event programmes - Experience of promoting events, including using digital channels such as social media, emails and websites. - Experience of planning work, setting schedules, checking progress and reporting on results. - Experience of managing budgets and reporting on them. - Experience of recruiting, supporting and managing volunteers. - A good understanding of how to collect and use supporter information safely and legally to help make decisions.	First Aid at work certificate

	• A good understanding of how to meet safeguarding and safety commitments through event planning and delivery.	
Skills	• Good people skills, with the ability to work well with colleagues, volunteers and community groups. • Well organised, accurate and practical, with the ability to manage several tasks at once, meet deadlines and respond to new opportunities. • Confident using office software and digital tools, including Microsoft Word, Excel, PowerPoint and Outlook, CRM databases, platforms such as Eventbrite, Mailchimp and social media.	

Conditions

- 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.
- Regular attendance (minimum of 3 days/week) at the Trust's office and on site is required for the role.
- The role involves occasional weekend or evening work, for example helping with public events, supporter events and 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>

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 by emailing recruitment@hmwt.org.

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

Application Form

When you are ready, please complete the application form attached to the recruitment pack. Candidates will be shortlisted against the strength of information provided on their application form in accordance with the essential and desirable criteria in the person specification. We therefore encourage applicants to provide as much relevant information as possible.

Once completed the application form should be sent it to recruitment@hmwt.org

Closing date

The application deadline is **9am on Wednesday 9th September 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 business (5pm) on **Wednesday 9th September**.

Shortlisted candidates will be invited to an interview in person at Grebe House on **Wednesday 16th September** 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.

Interview Preparation

At interview stage competency-based questions will be asked by the interviewing panel, Interviewees will be asked to come prepared with their own (anonymous) examples to discuss some of the essential

criteria in the person specification (section 2) and this relates to the Trusts culture (about HMWT - section 4).

The interview may also include a presentation.

Pre-Employment Checks

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
- Satisfactory Social Media Checks
- 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
- As part of our safer recruitment practices, the Trust reserves the right to undertake a check of the individual's online reputation across various social media platforms to help assess their suitability for the role and any potential reputation considerations for the Trust

All checks will be carried out in a fair, proportionate and consistent manner, and strictly in line with our Trust Policies; including Equal Opportunities, Diversity, and the Recruitment of Ex-Offenders.

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.

4 About Herts and Middlesex Wildlife Trust

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 Hertfordshire 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.



**Herts &
Middlesex**
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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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