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Herts & Middlesex Wildlife Trust

HR Officer

Recruitment Pack

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Creating a **wilder** Hertfordshire and Middlesex

Recruitment Pack Contents

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Staff & Trustee Away Day 2026 © Hayley Lewis

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 for an HR Officer to join the Trust's Business Support Team, to provide a positive and professional employee experience.

You will be delivering high quality and confidential administration processes from recruitment throughout the employee journey and working with the HR Manager with the delivery of projects.

We are looking for someone who has experience of working in a similar HR role, and with transferrable skills to add value and complement our team. Being highly professional with a friendly and approachable manner, you will be able to work independently and bring your experience into a collaborative and positive working environment.

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

2 About the role

Title	HR Officer
Reports to	HR Manager
Responsible for	Volunteers
Work base	The Trust's activities cover Hertfordshire and the London Boroughs of Barnet, Enfield, Harrow and Hillingdon. The Trust's offices are at Grebe House, St Albans, AL3 4SN. The Trust supports flexible and hybrid working.
Hours	15 hours per week (0.4 FTE) split over 3 or more days (minimum 2 days a week at Grebe House)
Salary	£12,021 (£30,054 FTE) (Scale point 24) plus contribution to pension auto-enrolment
Employment term	Permanent
Job purpose	As a trusted member of the Business Support Team you will be delivering a positive and professional employee experience to our colleagues. You will lead and be responsible for overseeing our recruitment campaigns, carrying out the end-to-end administrative processes, and additional HR administration tasks for the duration of an employee's contract. You will be an advocate for Equality, Diversity & Inclusion in all aspects of your role and a positive representative of the Trust. The priorities can vary day-to-day and the work is changeable in an ever-evolving environment. This role will also help support the HR Manager in driving the Trust forwards within digital transformation and contributing to the delivery of the Trust's strategy plans by supporting HR project work.

Job Summary

- Responsibility for the recruitment campaigns at the Trust by leading the coordination and administration of these and supporting line managers throughout the process.
- Drive forward the Trust's EDI ambitions, considering advertising platforms and safer and inclusive recruitment practices.
- Carry out and manage the onboarding and offboarding of new and existing employees, including pre-placement checks, induction programmes, and post-employment tasks.
- Oversee the Trust's DBS register, ensuring compliance with the Trust's Safeguarding policy and procedures.
- Carry out all HR administration tasks through the employee lifecycle, maintaining accurate personnel records and HR systems, overseeing the annual leave process, supporting with annual assurance checks, and note-taking as required during meetings.
- Provide HR reports where required.
- Support the HR Manager with the provision and organisation of Learning and Development within the Trust.

- Continually reflect on and review Trust processes, contributing to new ways of working to improve efficiency and implement change.
- Be an active member of our working groups, such as Safeguarding, Accessibility and/or Wellbeing.
- Support the HR Manager and other stakeholders with project work as and when required to drive the Trust forward and deliver the Trust's People Plan.
- Provide a professional and confidential HR service in supporting employees with clear and timely HR advice, applying and adhering to the Trust's policies and procedures.
- Work closely with the HR Manager to ensure that employee personal data is dealt with in accordance with the Trust's Data Protection policy and procedures.
- Apply legislation, including Employment Law, GDPR and best practice, at all times.

For the Trust 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, and any other reasonable duties required as determined by the HR Manager, Head of Business Support and/or Chief Executive.

All staff are ambassadors for the organisation both internally and externally and are expected to act in a professional manner at all times. They are required to abide by Trust's rules, policies and procedures as laid down in the staff handbook, adopt environmentally friendly working practices, set and maintain high personal standards of efficiency and customer care and foster a 'can do' culture based on ownership, initiative, teamwork and exchange of information.

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: September 2026

Person Specification

	ESSENTIAL	DESIRABLE
Personal qualities	• Friendly, approachable and empathetic attitude • Confident, diplomatic and professional manner • Positive and proactive approach • High level of attention to detail • Ability to build effective relationships at all levels within the organisation and with external stakeholders	• Enthusiasm for wildlife and nature conservation
Experience, Knowledge & Skills	• Experience working in a similar HR role or environment • Experience of coordinating and administering recruitment campaigns • Knowledge of UK employment law, GDPR and the ability to apply this in best practice • Experience of carrying out pre-employment and safeguarding checks • Strong IT skills, including proficiency in Microsoft Office applications • Excellent verbal and written communication skills • Excellent organisation skills, with the ability to prioritise a varied workload and meet deadlines • Ability to provide a high-quality people-focused HR service • Ability to work independently and use own initiative • Ability to maintain confidentiality and handle sensitive information appropriately	• Working towards, or willing to work towards CIPD Level 3 • Experience of promoting Equality, Diversity and Inclusion (EDI) • Experience in Learning and Development • Knowledge of the voluntary, charity or third party sector • Experience of using HR and Recruitment systems or platforms

Conditions

- A commitment to Equality, Diversity and Inclusion, 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 may be required 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 may involve occasional weekend or evening work, for example supporting member events.

- 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 to discuss this further 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 Monday 23rd November 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 25th November.**

Shortlisted candidates will be invited to an interview in person at Grebe House on **Thursday 3rd December.**

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 an in-tray computer exercise.

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
- Social Media checks - 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
- 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

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.

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.

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 those involving finance, business support and fundraising can be primarily desk-based, while roles across our nature recovery and engagement teams may spend more time away from the office, managing our nature reserves, advising on land management and delivering engagement activities.
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 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 Wildlife Trust

"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

Barn owl © Danny Green/2020VISION

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.