



Head of Policy & Evidence

Accountable to: CEO
Responsible for: Evidence & Data Specialist Officer
SWT volunteers as appropriate
Works with: All SWT delivery teams
SWT Comms, Campaigns and Marketing (CCM) team
SWT Climate & Biodiversity working group
SWT Land Management working group
National teams for Climate Change & Evidence, Public Affairs & Policy.
Local government - planning and local nature recovery teams
Statutory agencies including Natural England
Other Wildlife Trusts and environmental NGOs in the region

Overview

Shropshire Wildlife Trust (SWT) has a vision of a thriving natural world, where Shropshire's wildlife and natural habitats play a valued role in addressing the climate and ecological emergencies, and people are inspired and empowered to take action for nature. We combine projects across Shropshire (including Telford & Wrekin) with advocacy and campaigning to restore nature and to engage people. We manage over 40 nature reserves and have almost 50 staff, 300 volunteers, and over 9000 members. SWT is an autonomous charity, but we are increasingly working collectively, as part of The Wildlife Trusts (TWT), to ensure that our local actions have a national impact and help to address global issues.

Objective of the job

This is a new role. The objective is to expand and enhance our policy and evidence work in support of all the Trust's strategic goals so that we can better measure and demonstrate the impact of our programmes and ensure that SWT can provide the evidence for effective campaigns that will influence key decisions for nature.

Key results expected

1. SWT is a strong, measured and coherent voice for nature, contributing to evidence-based advocacy and campaigns both locally and nationally.
2. SWT programmes and campaigns are informed by current and emerging UK policies on climate and nature.
3. SWT has a coherent Theory of Change and reports regularly on progress against agreed goals and targets.
4. The Trust plays a leading role in the collective effort to develop and implement Shropshire's Local Nature Recovery Strategy (LNRS) and Nature Recovery Network (NRN).

5. SWT staff and volunteers have high quality maps and data to support decision-making and delivery, and to communicate our impact with supporters, partners and funders.

Key tasks

1. Oversee the development of SWT's capacity for Geographical Information Systems (GIS) and databases in alignment with emerging TWT practice; lead SWT's GIS Technical Working Group.
2. Represent SWT in the development of Shropshire's LNRS, NRN and related initiatives.
3. Guide the Trust's ongoing habitat survey programme to help achieve the NRN, including monitoring of local wildlife sites as far as practicable.
4. Develop the evidence base for campaigns on key regional issues in collaboration with SWT CCM and external partners. Support campaigns at national level as necessary.
5. Embed the use of SWT's theory of change and update it when required; develop SWT's existing system of impact measurement and provide a detailed annual summary for internal and external audiences.
6. Coordinate actions to meet the Trust's commitment to reach net-zero by 2030 or before. Help mobilise other individuals and organisations to follow suit, and when appropriate challenge those that do not.
7. Lead the SWT response to planning applications which have significant implications for nature; mobilise SWT's local supporters to respond to all others.
8. Represent SWT on external partnerships as appropriate to enhance our impact.
9. Line manage the Evidence & Data Specialist Officer, and potentially other staff in future; support their wellbeing and professional development.
10. Budget planning and management for this area of work.

The postholder will be expected to work with due regard to Health and Safety, the General Data Protection Regulations, the Fundraising Code of Practice, Safeguarding and other policies and procedures. All staff are expected to support and manage volunteers in the course of their duties and maintain and uphold the good reputation of the Trust.

Core skills (essential and desirable)

Strong analytical skills, including a good understanding of quantitative and qualitative research, are essential.

Excellent written and verbal communication skills are essential.

The ability to work collaboratively across teams and departments, and with external partners, is essential.

The ability to plan and prioritise work without detailed supervision is essential.

Significant knowledge of conservation, ecology, climate and/or public health policy is desirable.

Experience of strategic planning including theory of change is desirable.

A relevant qualification at degree level or higher is desirable.

Experience of carbon accounting is desirable.

An understanding of the local authority planning application system is desirable.

Terms of Employment

Salary:	£ 39,025 to £44,174 depending on skills and experience.
Hours:	35 hours per week. Evening and weekend work may be required from time to time. Paid overtime is not available, but time off in lieu of hours worked will be given.
Pre employment checks:	The post does not require a DBS (Disclosure Barring Service) check. The successful applicant will need to provide proof of right to work in the UK, presented at interview.
Probationary period:	Six months.
Contract	Permanent
Holidays:	A full-time member of staff has 25 working days per annum in addition to normal public holidays. An additional day is added for each year's service up to a maximum total of 30 days holiday.
Pension:	After three months the employee will be eligible to join the Trust's group personal pension scheme and if they pay a minimum of 3% of salary the Trust will contribute 7% of salary to this scheme.
Notice Period:	During your probationary period, the period of notice for termination of your employment will be one week on either side. After successful completion of your probationary period the minimum period of notice is three months.
Place of Work:	SWT head office in Shrewsbury
Home working	The Trust is committed to building a diverse workforce and has an Agile Working policy which will allow colleagues to work in a flexible manner.
Travel:	Pool vehicles are not normally available. You are required to have insurance to cover business use and a mileage allowance of 45p per mile will be payable from home or office as appropriate. If you use a pedal cycle, you may claim a mileage allowance of 20p per mile.
Training:	The Trust is fully committed to personal development and training. Employees have an annual appraisal and regular progress meetings.
Closing date:	20 May 2024
Interview dates:	First interview (online) -- 5 June 2024 Second interview (in person) - 13 June 2024