

Recruitment Pack

Keeping it Wild: Traineeships





About us

London Wildlife Trust

London Wildlife Trust (LWT) is the only charity dedicated to protecting London's wildlife, engaging local communities through outdoor learning, volunteering and access to our nature reserves. In a city facing development pressure and a rising population, where people are increasingly disconnected from their natural environment, we believe we can create real change.

Our vision:

"a London alive with nature, where everyone can experience and enjoy wildlife"

We manage 37 nature reserves and manage five 'hub sites' as centres for learning, volunteering and other urban conservation activities.

Over our 35-year history, we have delivered a wide range of projects to engage London's communities in the protection and conservation of wildlife, including work with children and young people, families, and socially excluded groups.

As outlined in our five-year Strategic Plan, one of our key aims is to provide hands-on, informative and inspirational outdoor learning experiences for Londoners, including 'the delivery of innovative programmes of activities for, and with, young people.'

You can find out more about London Wildlife Trust and Our Strategic Plan [here](#).





About Keeping it Wild and the Traineeship programme

Keeping it Wild is a three year project, supported by the National Lottery Heritage Fund, that aims to empower and inspire 600 young people aged 11-25, from backgrounds currently under-represented in the environmental sector, to gain vital skills while discovering, conserving and sharing their experiences of the capital's wildlife and wild spaces.

Over the next three years the project will enable the Trust, and other partner organisations such as the John Muir Trust, to inspire more young people to care about, and protect, wildlife and wild spaces. Alongside John Muir Trust, LWT works closely with London Youth and Headliners (UK). Find out more about the project [here](#).

The **Keeping it Wild Traineeships** offer a unique opportunity for up to **30 young people** aged between **16-25** to undertake a full-time, three month paid traineeship based at one or more of our reserves, where you'll spend time learning key skills from the LWT team, including practical skills in urban nature conservation, community engagement, media/journalism and communications. Trainees will have the opportunity to progress to higher levels of the John Muir Award through deeper level engagement and stewardship of the natural spaces they are working in and will have opportunities to mentor and support other young participants on the other project activity strands.

In order to encourage diversity and inclusivity within the environment sector, we particularly welcome applications from young people who meet at least one of the following:

- Young people who are non-graduates,
- Young people from Black, Asian or minority ethnic backgrounds
- Young people living in economically deprived areas in London

We also welcome applicants who may have SENDs (special educational needs and disabilities). Trainees will need to be able to work independently and without 1-2-1 supervision.

Note – to check whether or not you live in an economically deprived area, you can enter your postcode [here](#) to get an index of multiple deprivation figure (1 = low, 10= high).



Role Description and Person Specification

Keeping it Wild Trainee

Role: Keeping it Wild Trainee

Managed by: Keeping it Wild Project Manager

Hours: 35 hours per week, 09.00am – 5.00pm, including one hour for lunch. Depending on project activities the role might include some weekend and evening work, for which time off in lieu is given.

Bursary: Tax-free bursary of £4,095 for three months (paid in three installments)

Dates:

- x4 full time 3-month placements starting in mid-January 2021*
- x3 full-time 3-months placements starting in early April 2021*

**please note that start dates may be subject to change according to COVID-19 guidelines and restrictions outlined by the UK Government*

Traineeship locations:

Trainees will have the opportunity to work at a range of London Wildlife Trust sites during their traineeship, including but not limited to:

- Hutchinson's Bank nature reserve and nearby sites (LB of Croydon)

- Great North Wood (various sites across South London)
- Woodberry Wetlands & Walthamstow Wetlands (LB of Hackney, LB of Waltham Forest)
- Gunnersbury Triangle (LB of Hounslow/Ealing) nature reserve and various sites across West London
- Camley Street Natural Park (LB of Camden)

Note – trainees will have the opportunity to work at a range of London Wildlife Trust sites during their traineeship in addition to those listed above, find out more [here](#). The Traineeship will also include desk-based working from home.

- Trainees will be supported by the Keeping it Wild Project Manager and Project Officer through one to one supervision and mentoring meetings.
- Trainees' achievements will be celebrated and certificated at the end of their placements.



Main activities and responsibilities

Trainees will have the opportunity shadow and learn from London Wildlife Trust staff to support the delivery of project activities to young people and assist in general reserve management, marketing and communications and visitor engagement duties.

The general structure will be:

- Trainees will undertake regular practical training at LWT nature reserves as well as online-based learning and training.
- Trainees will create a record of their work by completing a Learning Journal which will include goals, skills learnt and tasks completed.
- Trainees will also be able to work towards a higher level John Muir Award: through deeper level engagement and stewardship of the natural spaces they are working in and opportunities to mentor and support other young participants on the other project strands.
- Trainees will be able to complete accredited media and journalism training (OCN Level 2) with Headliners (UK), with a focus on digital media production about wildlife and wild spaces in London: This may cover any local issues faced, why they believe other young people should get involved in nature, particular habitats, species or conservation activities they have taken part in.
- Trainees will support the development of a communications strategy for engaging other young people in Keeping it Wild and natural heritage.
- Trainees will support the delivery of other Keeping it Wild project activities to young people and reserve management duties.
- Trainees will be supported by the Keeping it Wild Project Manager and Project Officer through one to one supervision and mentoring meetings.



What will you get out of it?

Training and learning

Trainees will undertake practical training at London Wildlife Trust reserves and will also gain training in community engagement and environmental education by supporting the delivery of Keeping it Wild activities to other young people and volunteers. Trainees will also gain key project management skills, first aid training and will learn the basic skills required to deliver practical nature conservation in an urban context.

Check out what the current Trainees are up to over on our [Instagram feed](#) or read some of their thoughts on the programme on our [blog pages](#).



“Some people say that jobs are a stepping stone, but this was more like a trampoline – it will open so many doors for a career in conservation. I enjoyed the focus on connecting communities to the site – I now want to work in a conservation role that also works with the wider community – so engagement or education and getting local people involved”

(Former Trainee, Jan-Mar 2019)



Person specification for a Keeping it Wild Trainee

We are looking for applicants with the following eligibility, experience and skills. Applicants must have the 'Essential' criteria to be short-listed. 'Desirable' skills and experience are an advantage, but not essential. Trainees will be required to undergo an Enhanced DBS (formerly CRB) criminal record check.

Person specification

Eligibility criteria	Essential	Desirable
You identify with at least one of the following: <ul style="list-style-type: none"> • Non-graduate • Black, Asian or minority ethnic background (BAME) • Special educational needs or disability (SEND) • Living in economically deprived area of London (we measure this by Indices of Multiple Deprivation) To check whether or not you live in an economically deprived area, you can enter your postcode here to get an index of multiple deprivation figure (1 = low, 10 = high): using this website. 	✓	
You have a good standard of written and spoken English	✓	
You are aged between 16 -25	✓	
You are based in London, able to travel to locations across London where training is taking place and you are willing to work from home where required	✓	
You have the right to reside and train in the UK with use of public funds	✓	
Motivation		
You have a passion for wildlife/conservation and ambition to pursue a career in the sector	✓	
You're self-motivated, able to use initiative and work independently (without 1-2-1 supervision)	✓	
You have an interest and enthusiasm for practical work outdoors, working in all weathers	✓	
You have experience of sustained participation in related activities, including voluntary roles making positive contributions to your local community	✓	
Knowledge		
You have an interest in and appreciation of wildlife and the environment	✓	
You have a good knowledge of London, its people and its wildlife areas		✓
You have a good understanding of health and safety and safe outdoor working methods	✓	
Skills		
You have excellent time keeping skills, able to prioritise, organise own time and work to deadlines	✓	
You have good IT and communication skills (email and Microsoft Office package)	✓	
Working with others		
You are a team player, able to work with a wide variety of individuals from different backgrounds	✓	
You have an understanding of and commitment to equal opportunities best practice.	✓	



Equality, Diversity & Inclusion at London Wildlife Trust

We believe that the best organisations are those that reflect the communities they serve and welcome a diverse population of staff and volunteers who are able to make a real contribution to the work of London Wildlife Trust.

Our employees come from many different backgrounds and have a wide range of vocational experience and/or education; what unites us is a passion for nature conservation.

In order to achieve our goal of engaging everyone in protecting London's wildlife for the future, we know that our staff team needs to better reflect and represent all of London's communities. Therefore we particularly welcome applicants who identify as being from a Black, Asian and Minority Ethnic background, and disabled people, as these groups are currently under-represented at London Wildlife Trust.

Read about London Wildlife Trust's commitment to Equality, Diversity and Inclusion [here](#).





To apply

Please complete and return the [online application form here](#).

If you have any questions about the role or have any problems completing this form, please email recruitment@wildlondon.co.uk.

Closing date: Monday 30th November 2020 at 9am

Interview date: Thursday 3rd December 2020

If you require any reasonable adjustments to be made to the application process or interview please contact us via email: recruitment@wildlondon.co.uk



