

# Recruitment Pack

# Paid Traineeships

**Five Keeping it Wild Traineeships**  
**Two Great North Wood Traineeships**



SUPPORTED BY  
**MAYOR OF LONDON**



**Green Recovery Challenge Fund**



The  
National Lottery  
Heritage Fund





# About us

## London Wildlife Trust

London Wildlife Trust 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.

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](#).

Our vision:

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

We manage 36 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.





## **London Wildlife Trust has seven full-time paid traineeship opportunities available for young people aged 16-25:**

- Five Keeping it Wild traineeships (16 weeks long)
- Two Great North Wood traineeships (16 weeks long)

**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 minoritised 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).**



# About Keeping it Wild and the Traineeship programme

Since 2018, London Wildlife Trust has been delivering the [Keeping it Wild](#) programme which successfully inspired over 1000 young people aged 11-25 to become actively involved in the protection and promotion of London's natural heritage.

**Young people took part in nature conservation projects in their local communities, completed paid traineeships and were involved with our youth forum with the overall aim of making nature more inclusive, accessible and relevant to young people living in London.**

The programme focused on young people who are typically under-represented in the environmental sector, with 93% of young people coming from at least one of the target groups: Black, Asian or minoritised ethnic heritage (BAME) (76%), disabled young people (30%) or young people from lower socio-economic communities (41% of Keeping It Wild participants live in the top 20% most deprived communities in England). The project really set out to help change the face of the environmental movement!

## **Next chapter:**

We have received further funding for the project which means we have the exciting opportunity to continue the impactful work being achieved with young people at the

Trust. This opportunity is funded by the Greater London Authority and the National Lottery Heritage Fund with support from the Westminster Foundation and The Worshipful Company of Tallow Chandlers.

**The Keeping it Wild Traineeships** offer a unique opportunity for up to **40 young people** aged between **16-25** to undertake a full-time, four month paid Traineeship based at London Wildlife Trust nature reserves, where you'll spend time learning key skills from the London Wildlife Trust team, including valuable practical skills in urban nature conservation, community engagement, and communications.



# Role Description and Person Specification

## Keeping it Wild Trainee x5

**Role:** Keeping it Wild Trainee

**Managed by:** Youth Programmes 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 training bursary of £6,076 for four months (paid in four installments, £1,519 per month).

**Dates:**

Five full time 4-month placements starting on Monday 5th September 2022\*

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

You will need to be willing and able to travel across multiple London Wildlife Trust sites over the duration of your Traineeship.

More about London Wildlife Trust sites here: [www.wildlondon.org.uk/explore-our-nature-reserves](http://www.wildlondon.org.uk/explore-our-nature-reserves).

**Note:** The Traineeship will also include desk-based working from home and online/digital based learning.

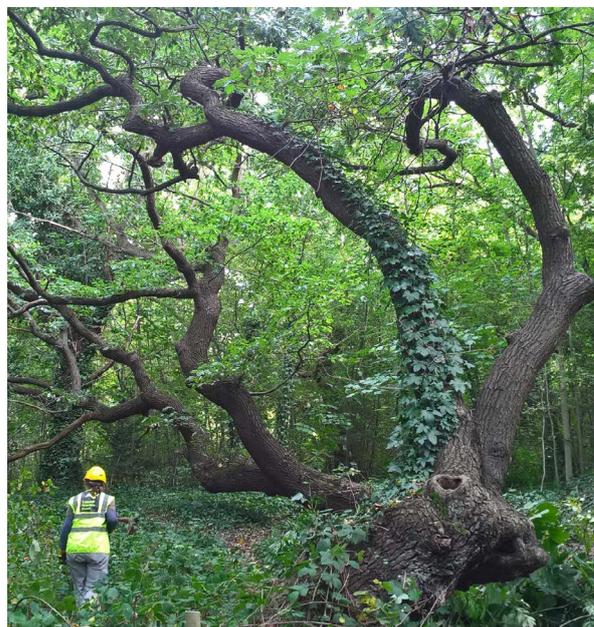
# About the Great North Wood project

The Great North Wood in south London once covered the high ridge of land that rises southwards from what is now New Cross to Crystal Palace and then south-east towards Elmers End, and west towards Norbury. The rapid growth of London from the 1830s led to most of this wooded landscape disappearing under suburban neighbourhoods. However, remnants of the Great North Wood survive as woodlands, as well as many trees standing in parks, gardens, natural greenspaces, and streets. London Wildlife Trust have championed the Great North Wood since the 1980s through work at Sydenham Hill Wood and designated the area as a 'Living Landscape,' a national Wildlife Trust initiative that seeks to protect, conserve, enhance and reconnect wildlife.

In 2021 London Wildlife Trust were successful in securing additional funding from the Government's Green Recovery Challenge Fund for a new phase of the Great North Wood project. The new phase is building on the successful four-year Great North Wood partnership project which aimed to conserve and restore remnant sites of heritage woodland for wildlife and connect people to this ancient landscape within south London.

## Project aims 2021-2023

- Conserve and restore 94.5ha of habitats across 22 sites within the Great North Wood Living Landscape.
- Improve habitats for species: oak, hornbeam, woodpecker, purple hairstreak butterfly, stag beetle; ancient woodland indicators; hedgehogs, a species on the red list.
- Connect people with nature through engaging 3,000 people in wildlife activities.
- Create **two paid trainee placements (Full time, for 16 weeks).**





# Role Description and Person Specification

## Great North Wood Trainee x2

**Role:** Great North Wood Trainee

**Managed by:** Great North Wood 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 training bursary of £6,076 for four months (paid in four installments, £1,519 per month) .

**Dates:**

Two full time 4-month placements starting on Monday 5th September 2022

**Traineeship locations:**

Great North Wood trainees will have the opportunity to work at a range of sites based in south London.

**Read more about the Great North Wood site locations here:** <https://www.wildlondon.org.uk/great-north-wood>

You will need to be willing and able to travel across multiple London Wildlife Trust sites over the duration of your Traineeship.

More about London Wildlife Trust sites here: [www.wildlondon.org.uk/explore-our-nature-reserves](http://www.wildlondon.org.uk/explore-our-nature-reserves).

**Note:** The Traineeship will also include desk-based working from home and online/digital based learning.



# 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 London Wildlife Trust 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 contribute to **communications and digital marketing** content for the Trust's social media channels – this could be in the form of blogs, vlogs, photography and more.
- Trainees will be supported by the Youth Programmes Manager, Great North Wood Project Manager and Comms and Youth Involvement 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 volunteer days, schools visits, Forest School sessions to other young people and volunteers. Trainees will also gain key project management skills, work readiness, CV and job application support, first aid training and will learn the basic skills required to deliver practical nature conservation in an urban context.

Check out what former Trainees got 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 Trainee at London Wildlife Trust

We are looking for *Keeping it Wild* Traineeship 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 <b>at least one</b> of the following: <ul style="list-style-type: none"> <li>• Non-graduate</li> <li>• Black, Asian or minority ethnic background (BAME)</li> <li>• Special educational needs or disability (SEND)</li> <li>• Living in economically deprived area of London (we measure this by Indices of Multiple Deprivation) To check whether or not you live an economically deprived area, you can enter your postcode here to get an index of multiple deprivation figure (1 = low, 10= high): <a href="#">using this website</a>.</li> </ul>	✓	
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	✓	
<b>Motivation</b>		
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	✓	
<b>Knowledge</b>		
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	✓	
<b>Skills</b>		
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)	✓	
<b>Working with others</b>		
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.

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 Application Form and Candidate Details Form via Recruitee: <https://londonwildlifetrust.recruitee.com/>

Please specify in your application which traineeship you are applying for (Keeping it Wild or Great North Wood).

If you have any questions about the role or have any problems completing this form, please email [recruitment@wildlondon.co.uk](mailto:recruitment@wildlondon.co.uk).

**Closing date:** Monday 27th June 2022

**Interview date:** Friday 8th July 2022

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





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