

## Essex Wildlife Trust

### Job Description and Person Specification



**Job title:** Land Manager

**Location:** Abbotts Hall

**Reports to:** Commercial Director

#### Job Purpose

Essex Wildlife Trust is the county's leading conservation charity, committed to protecting wildlife and inspiring a lifelong love of nature. By 2030, we aim to protect and connect 30% of land and sea and inspire 1 in 4 people in Essex to take action for wildlife.

Essex Wildlife Trust acts as a custodian for nearly 100 reserves, making up almost 9,000 acres. Across these reserves we are managing multiple land issues.

As Land Manager, you will play a pivotal role in safeguarding Essex's natural landscapes, focusing on the legal and commercial side of operations. Working collaboratively across teams, you will ensure our land assets are managed to maximise conservation and commercial value, supporting Essex Wildlife Trust's mission.

#### Key Tasks

- Take operational responsibility for co-ordinating the administration and supporting the management of our land and property assets.
- Maintain accurate records of land ownership, leases, obligations, and boundaries – developing a quarterly review process.
- Oversee valuation, mapping and compliance for all land and property assets.
- Provide ongoing oversight and monitoring to reduce reputational and financial risk.
- Support the Commercial Director and other staff with the administration of purchases and disposals of land assets.
- Mitigate disputes, meet compliance standards, funder expectations, and leasehold / land management conditions to reduce legal risk.
- Collaborate with the conservation teams to maximise return for nature and financial returns from that land.

#### Person Specification

- **Proven experience in land management:** Minimum 3 years preferred.
- **Planning and prioritisation:** Able to manage multiple tasks and projects across a geographically dispersed estate.
- **Strong project delivery and contractor management skills:** Ability to plan and deliver practical land management across multiple sites, including managing budgets, timelines, and resources.
- **Problem-solving and decision-making:** Strong operational judgement to respond to site-level risks, infrastructure failures, and practical challenges.
- **Communication and collaboration:** Ability to work with internal teams (e.g. conservation, commercial, operations) and external partners (e.g. tenants, neighbours, local authorities).
- **Risk assessment and management:** Skilled in identifying and mitigating operational risks related to land management, public access, and environmental factors.

- **Record-keeping and tracking:** Organised and thorough in maintaining logs, inspection records, compliance documents, and contractor files. Comfortable with database management and use of relevant technology systems and tools.

### **Additional Information**

- The role may entail some evening and weekend working.
- The role requires an interest in working for a charity that is determined to protect wildlife for the future and for the people of Essex.
- The role requires the ability to drive, including a full driving licence and use of a vehicle, though pool vehicles may sometimes be available.
- The role is based at Great Wigborough, Essex, but requires regular travel across the county and beyond, with mileage paid for additional travel.

### **Disability Confident Statement**

As a Disability Confident employer, we are committed to offering an interview to anyone with a disability that meets all the essential criteria for the post. Please let us know if you require any adjustments to make our recruitment process more accessible.

### **Armed Forces Covenant**

We are proud to be an employer that supports the Armed Forces Covenant and are committed to supporting those who serve or have served in the Armed Forces, and their families. As part of this commitment, Armed Forces veterans who meet the minimum criteria for an advertised role will be guaranteed an interview.

### **Disclosure and Barring Service**

Essex Wildlife Trust is committed to equal opportunities and maintaining a safe and secure environment for all children and young people. Therefore, the successful applicant for this position will be subject to pre-employment checks including a Disclosure and Barring Service check. Please note, it is an offence to apply for this position if barred from engaging in regulated activity relevant to children.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_