

Job Description

KWT Consultancy Services Principal Consultant



**Consultancy
Services**

Job Title: Principal Consultant

Function: To support the KWT Consultancy Services Managing Director, taking a lead on planning, organizing Consultancy services areas, helping to implement strategic plans, strengthening the Consultancy position with Kent Wildlife Trust and regionally through working with South East Wildlife Trusts and Consultancies.

Responsible to: Managing Director of KWT Consultancy Services Ltd.

Responsible for: Supporting KWT Consultancy Services Team to develop and deliver contracts.

Kent Wildlife Trust Consultancy Services Ltd

Kent Wildlife Trust Consultancy Services Ltd is a wholly owned subsidiary of Kent Wildlife Trust and one of 24 members of the Wildlife Trust Consultancies nationally.

Kent Wildlife Trust Group is a flexible employer that aims to be one of the best employers in the environment sector in the southeast. It is one of the largest of the 47 Wildlife Trusts, which together make up the Wildlife Trusts Partnership. KWT is supported and governed by its 32,000 members, and has the simple ambition of enabling the recovery of Kent's wildlife. To this end, it owns or manages some 65 nature reserves covering over 8,100 acres; we campaign and lobby politicians, decision makers and landowners to ensure site protection and good habitat management; and we run a full programme of education work with schools, colleges and adult groups. The Trust also has two Visitor Centres. The Trust's staff composes over 100 professional and support staff who work within teams including Estates, Conservation Delivery & Partnership, Conservation Policy & Evidence, People Engagement, Marketing and Fundraising, Finance and Support Services.

The Consultancy as part of the Kent Wildlife Trust Group of services currently operates from KWT's headquarters at Tyland Barn, just north of Maidstone. The primary purpose of the Consultancy is to support the Trust mission and generate income for the Trust. The Consultancy has been set up to influence land management, development, industry and infrastructure in Kent, ensure net gain is a reality through nature based solutions and is underpinned by a Nature Recovery Network for Kent. This is an exciting time to join the Consultancy and the KWT Group. Your role will be pivotal in developing the consultancy, supporting our experienced team of ecologists and land management advisors and influencing key clients.

Visit our website to see the range of our activities – www.kentwildlifetrust.org.uk/KWTConsultancyServices

Job Purpose

The Consultancy has some exciting contracts and projects:

- Working with a local leading land agent to deliver Natural Capital advice to landowners across the South East
- Delivering a 10 year Biodiversity Action Plan for a major rail partner
- Developing strategic natural capital work with statutory and industry clients



- Providing comprehensive ecological and land management advice and survey work across Kent and the South East

The Principal Consultant may be from a land management, ecological consultancy background or have considerable experience of working on projects where there is a wide remit for ecology and land management.

A main requirement is that the individual will be excited at the prospect of working on the projects mentioned, being face to face with key clients, having knowledge and experience to support the team in delivering this work and be driven to develop strategic work with Trust colleagues.

We have a small but experienced team of ecologists and land management advisors whose work includes:

- Strategic landscape scale assessments
- Natural capital baseline assessments focusing on Biodiversity Net Gain, Nutrient Neutrality and Carbon Capture
- A full programme of ecological survey work for small and large scale sites
- Writing, reviewing and advising on management plans, including LEMPs
- A small marine programme with an ambition to develop with Kent Wildlife Trust into a research and delivery programme around carbon sequestration

Although we have an experienced team, our approach is to support and develop staff and the role would very much suit a person who feels comfortable in engaging with team members in a supportive and solution finding capacity in all or most of the above areas and including:

- More Technical ecological habitat and / or land management advice
- Species survey technical advice and enhancement for species guidance
- Strategic ecological, ecosystem services and land management reporting oversight

You will support the Managing Director, helping to win contracts & develop the business building on KWT's brand. You will also be supported by a friendly and competent consultancy, working with the Project Manager to raising the competencies of staff and developing opportunities for core staff to upskill and deliver.

You will have a unique opportunity, as a Wildlife Trust Consultancy Principal Consultant to engage with external parties such as industry, infrastructure project contractors, developers and corporates, undertaking terrestrial, freshwater and potentially marine delivery and providing organisational resilience through creating unrestricted income for the Trust.

This position will ensure that Consultancy work is mission consistent with the Trust by working closely with other Trust sections to ensure that the team's work meshes with that of the wider KWT Strategy and business plan. You will at times oversee the work of colleagues and Trust officers, ensuring that contracts are delivered to a high standard, on time and to budget.

You will maintain and develop relationships with regional and national Wildlife Trust Consultancies building a regional consultancy model and supporting a national consultancy framework.

You will take part in nature based solutions approaches based on natural capital with net gain always the driver and look for mission consistent opportunities for contracts to support the Trust.

This is an exciting role within KWT Consultancy Services Ltd to lead on Consultancy work, but mainly play a supportive role to a team working on a wide variety of contract work.

1. Principle Duties

Developing KWT Consultancy Services

1. Supporting and developing the team.
2. At times, leading development of and dissemination of contracts
3. Supporting the Project Manager to develop accreditation, licencing and new skills in the team
4. Supporting the Consultancy Managing Director to engage with new and existing clients

Overseeing Contract Delivery

5. Working with the Consultancy Managing Director and Project Manager to enhance areas outlined by the Consultancy Board of Directors

Regional and National consultancy work development

6. Liaise with other Wildlife Trust Consultancies regionally to create a delivery body in the South East and nationally to support wider WTC opportunities
7. Work with colleagues within the Trust to enhance capacity to support opportunities locally, regionally and nationally

Strategic Development

8. Support the revision of business plan and communication strategy

General

9. Have due regard to health & safety issues, including ensuring that all works conform to Health & Safety best practice (i.e. as a minimum are in accordance with the Health & Safety at work act 1974).
10. Any other duties as reasonably required by the Managing Director of the Consultancy.

2. Skills, Knowledge & Experience

	Essential	Desirable
Previous experience of managing/supporting Teams, preferably a team that delivers a combination of advice and practical survey work	√	
An excellent working knowledge in the areas of ecology, land management advice and natural capital	√ One area	√ All areas
Experience of providing accurate and well researched advice and guidance to clients	√	
Experience of interpreting relevant legislation and statutory guidance in advice to clients and team members	√	
Experience of managing contracts in effective and efficient manner, including scheduling of activities and communicating in a timely and organised fashion, budgetary control and thorough record keeping and filing	√	
Knowledge of habitat and species at a level sufficient to provide support to a team of experienced ecologists and land management advisors	√	

Ability and evidence of strategic thinking, preparing documents and in developing projects or contracts		√
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3. Other Considerations

1. The appointment is offered as full time (37.5hrs).
2. The appointment is subject to a six month probationary period.
3. No person shall be treated less favourably than another on the grounds of sex, sexual orientation marital status, race, ethnic or national origin, religion, colour, age or disability.
4. Appointment is subject to receipt of satisfactory references.
5. The Trust operates a no smoking policy.
6. All staff share a common duty to recruit members and volunteers, and enhance the good reputation of the Trust whenever the opportunity arises.
7. KWT Consultancy Services Ltd aims actively to enhance, wherever possible, the opportunities for people with disabilities to experience, understand and enjoy the natural environment. All staff share the responsibility in achieving this. Further information is available from the Head of People.
8. Under Section 7 of the Health and Safety at Work Act 1974, all staff have a legal responsibility to:
 - a) take all reasonable care of their health and safety while at work;
 - b) ensure as far as reasonably practicable the safety of other persons, whether other employees or members of the public, who may be adversely affected by their own actions;
 - c) co-operate with the Consultancy and Trust to enable it to discharge its obligations satisfactorily.

4. Employment Package

The salary for this post is up to £38,000 per annum. The salary awarded to the successful candidate will take into account skills and experience and the successful candidate can expect any salary increase to be linked to the growth of business and profits shared with KWT.

Salaries are reviewed annually dependant on inflation, performance and available finances.

Normal working hours are a 37.5 hour week, which may involve some evening and weekend working. Some flexibility will be possible within the demands of the post. Overtime is not paid, but time may be taken off in lieu. KWT Consultancy Services as part of the Kent Wildlife Trust Group offers a holiday allowance for full time workers of 23 days a year plus 8 days' statutory holidays.

After 3 months in post, eligible staff will be automatically enrolled into a workplace pension scheme. KWT Consultancy Services Ltd as part of the Kent Wildlife Trust Group will contribute 9% of gross salary provided the employee contributes a minimum of 4%.

5 Procedure for Applicants

Applications

Applicants should read the Guidance Notes carefully before completing the applicant information form supported by Cover Note and CV.

If you wish to discuss this post, please contact jobs@wilderkent.org.uk to arrange a call.



The closing date for applications is Monday 26th April 2021 at midday.

Interviews

Interviews will commence on Friday 7th May 2021.