



Somerset
Wildlife Trust



Wilder Somerset

2030



More space for nature where wildlife thrives
with more people on nature's side



Job description:
Somerset Environmental
Records Centre Manager

Somerset Wildlife Trust is a local independent charity and the only organisation uniquely focused on improving the natural environment of Somerset for the benefit of wildlife and people. We champion Somerset’s stunning, diverse, and important natural environment, making the case for nature to the public and politicians. We protect wildlife and lead the recovery of the environment by example, including on our nature reserves.

Somerset Wildlife Trust is one of 46 Wildlife Trusts across Britain which together with the *Royal Society of Wildlife Trusts* collectively form *The Wildlife Trusts*. We are the biggest charity movement in the UK working solely for nature and we believe that restoring nature on a landscape scale is essential for tackling climate change and biodiversity loss.

The climate and ecological crises require comprehensive, ambitious solutions and urgent action across all sections of society. The crises are also inexorably linked so it is vital that our new strategy, '[Wilder Somerset 2030](#)' is delivered with both at its core.

Delivery of the Strategy can only be demonstrated from the starting point of a solid baseline of environmental data for the county. The Somerset Environmental Records Centre (SERC) provides the information for this baseline and is actively involved in a constant process of improvement to ensure that action for nature is informed by evidence that is convincing and effective.

SERC sits in the Nature Recovery Department of the Somerset Wildlife Trust, supporting Goal 3 of the Strategy ‘Telling Nature’s Story’.

Our New Vision

To deliver a Somerset wide nature recovery network creating more space for wildlife, benefiting everyone, and playing its part in helping us reverse biodiversity loss and tackle the climate crisis.

Our New Mission

To champion the change needed to rebalance our relationship with wildlife and the natural world.

Our Goals for 2030:

To ensure that nature is improving across the county, supported by restored natural processes, and is connected and protected through a Nature Recovery Network, with at least 30% of land and sea managed positively for nature.

For nature to be valued and protected by everyone, building a movement with at least 1 in 4 people taking action for nature’s recovery across Somerset.

By 2030 to tell the story of nature’s recovery in Somerset through a shared, live online State of Nature tool that monitors progress and informs action.



About the post

For almost 40 years SERC has been the focal organisation for holding data on wildlife sightings, types of habitats and geological information for Somerset. Set up in 1986 as a joint venture between Somerset Wildlife Trust and Somerset County Council, the Records Centre is a partnership organisation based within the Trust with a core mission to deliver a function of the County Council as well as to provide services for a number of other public and private sector stakeholders.

This is an exciting time for SERC as we drive forward in a mission to have at least 30% of land managed positively for nature by 2030 (30 x 30). The first Somerset State of Nature report was published under the leadership of SERC in 2023, and building on the lessons learned from this exercise we aim to grow our data holdings and increase our partnership ambitions to ensure that we have comprehensive and robust environmental information for the county. Supporting existing and attracting new customers we will ensure that action for nature is based on evidence.

SERC has a reputation for pursuing best practice in data management and an ambition to grow in a landscape of innovation for technology and environmental policy. As part of its core remit, it has been underpinning decision making processes within Somerset for decades, ensuring environmental evidence of a known quality was readily available to those that needed it. Working closely with the host organisation, Somerset Wildlife Trust, and partners, there will also be opportunity to get involved in new projects and programmes as we increase our efforts for nature's recovery, where data collection, curation and management are a core requirement. For example, on monitoring species establishment and recovery and creating conditions for new habitat creation in the context of increasing pressures on the environment from urbanisation and agricultural intensification, and the uncertain climate of the future.

SERC is a member of the **Association of Local Environmental Records Centres**, a national organisation that provides valuable support and cooperative learning for its members, and has close links to the **National Biodiversity Network**, and the **National Federation of Biological Recorders**. SERC is hosted by Somerset Wildlife Trust who, together with our **partner organisations**, guide the development of the Records Centre through an Executive Group.

We are looking for an experienced and ambitious manager to implement the strategy and grow and manage the SERC Team, whilst positioning SERC as the 'go to' ecological data evidence provider for an increasing range of stakeholders in the county.

Job Title	Somerset Environmental Records Centre (SERC) Manager
Grade	Manager Level 3
Salary	£31,321 - £36,750
Reports To	Somerset Wildlife Trust (SWT) Head of Innovation and Evidence and the SERC Executive Group
Team	SERC Team
Responsible for	Three permanent staff – Data Management Officer, Ecologist and Records Centre Support Officer, as well as temporary staff where required.
Job Purpose	Positioning SERC as the 'go to' ecological data evidence provider for the county, contributing to the success of new and exciting initiatives under the Environment Act including supporting monitoring and review of the Somerset Local Nature Recovery Strategy.

	<p>Developing impact and visibility for SERC, actively promoting the role of the organization and seeking out income-generating opportunities in line with new opportunities generated through innovations in the green economy.</p> <p>Contributing to the 30 x 30 vision and creation of nature recovery networks, with a role in gathering data from existing, and designating new protected areas.</p> <p>Developing excellent relationships with national and local recording communities, supporting them in the contribution of high-quality useful data that informs an evidence-led strategy to improve Somerset’s natural environment.</p> <p>Developing and managing a team of specialists on a sustainable footing ensuring environmental information is gathered, stored, analysed, interpreted and managed in line with the requirements of the SERC partnership.</p>
Position	Permanent, 37.5hrs per week, evening and weekend working will sometimes be required to fulfil the duties of the post. Based at our Taunton office with opportunities for home working.
Working Relationships	<p>Internal: CEO, All staff, Trustees, SERC Executive Group</p> <p>External: SERC Executive Group, SLA holders, Partner organisations (statutory and conservation bodies), ecological consultancies, developers, local specialist recording groups, the ALERC community and general public. Volunteers and the Somerset Council.</p>
Benefits of working for Somerset Wildlife Trust	<p>We offer some fantastic benefits including:</p> <ul style="list-style-type: none"> • 7% employer pension contribution • Life insurance • An annual professional institution subscription is applicable • Flexible and agile working • Wellbeing support – EAP, wellbeing champions • Diversity networks through RSWT/TWT • Paid volunteer days • Continuous Professional Development opportunities • 33 days of holiday (25 + bank holidays) • Staff social calendar and events <p>The opportunity to make a real and positive difference to nature, communities and the climate.</p>

Job Description – Key Responsibilities and Tasks

Strategy and Business Development:

The SERC Manager will be part of the Operational Management Team of the Somerset Wildlife Trust, supporting the Senior Leadership Team through clear strategy and business development by:

- Developing and overseeing the strategic growth, business plan and operational management of SERC.
- Reviewing and leading on creating viable options to increase SERC’s income and commercial standing.

- Ensuring SERC is financially sustainable and growing by seeking income generating opportunities to develop SERC business, identifying additional markets and services, and developing and implementing a Business Plan.
- Positioning SERC as the 'go to' ecological data evidence provider for the county and leading the marketing and communications to drive this forward.
- Ensuring SERC has capability and resource to achieve commitments through Service Level Agreements, ensuring that SERC is having a positive contribution to planning and policy across the county.
- Overseeing the development and delivery of the Somerset State of Nature Report, ensuring the team can analyse and interpret data to establish trends and identify where action for nature recovery needs to occur as the process for monitoring delivery of the Local Nature Recovery Strategy for Somerset.

Responsibility 1: Data Analysis and Strategy

Manage a robust data collection and interpretation service by:

- Writing the business plan to include creating revenue by delivering on commercial sales.
- Establishing customer requirements, including researching and monitoring of users' needs.
- Ensuring high quality information underpins data searches to enable effective planning decisions.
- Overseeing the work programmes in data capture, entry, management, analysis, interpretation and dissemination to support evidence driven decision-making.
- Negotiating SLAs with key existing and new service users.

Responsibility 2: SERC Team Management

Achieve the aims of the Business Plan agreed with SERC Executive Group and Somerset Wildlife Trust through:

- Managing the SERC team in the setting of objectives, considering succession, priorities and work programmes to ensure high quality, efficient and timely delivery of projects and services to users.
- Developing and applying Local Records Centre protocols and policies, meeting the requirements of data users and providers, as well as professional codes of conduct and the promotion of national standards, through achieving ALERC accreditation.
- Keeping abreast of and contributing to political and technical developments in biodiversity data management and make presentations of SERC's work and national policy development to appropriate audiences.
- Receiving and resolving complaints and representations about SERC services from data users and providers.
- Setting and managing budgets, risks and issues.

Responsibility 3: Develop though Advocacy, Influence and Delivery

Be a specialist and nurture strong relationships by:

- Developing excellent relationships with national and local recording communities and support them to contribute high quality useful data that informs an evidence-led strategy to improve Somerset's natural environment.
- Coordinating the SERC Executive Group to deliver and monitor an effective strategy for the Records Centre that provides usable data for planners, Service Level Agreement holders and working with Somerset Wildlife Trust, in the provision of a conservation strategy for the county.
- Setting data access parameters to secure the SERC business model while making data as open access as possible
- Developing secure funding and commercial income streams, and manage SERC project-based work, meeting the aims of an agreed Business Plan and Somerset Wildlife Trust's strategy.

General

- The job holder is required to follow and comply with all policies and procedures of Somerset Wildlife Trust which includes our health and safety and safeguarding procedures, ensuring the personal safety of all staff, volunteers, young people and vulnerable adults involved in the project.
- To carry out other duties relevant to your post as reasonably required by your line manager.
- To reflect the Somerset Wildlife Trust Values in all areas of work.
- To work collaboratively with other Environmental Records Centres & Wildlife Trusts to share learning and achieve greater impact collectively.
- Somerset Wildlife Trust is committed to creating a more digital culture across the organisation. We aim to become more collaborative, agile and efficient through the use of digital technology. A basic level of digital skills is expected of all staff with the opportunity to improve these skills with career progression.
- Somerset Wildlife Trust has an Equality, Diversity and Inclusion Plan and is committed to continuing to improve the equality, diversity and inclusion of every aspect of our work; we know we need to engage with everyone to live our Values and achieve our goals. We welcome applications from everyone and are happy to discuss any accommodations or arrangements that would make the recruitment process better for you, and the working environment should you be employed.



PERSON SPECIFICATION

To succeed in this role you will need to demonstrate:

	<i>Essentials</i>	<i>Desirables</i>
Qualifications		Educated to at least degree level in a relevant subject or equivalent experience.
Experience/Knowledge	<p>Writing and implementing Business Plans, identifying opportunities for new income generating activities and securing funding to deliver objectives.</p> <p>An understanding of the need for process, standards and policies to ensure robust data management</p> <p>Project management</p> <p>Demonstrable operational management experience supporting a team of staff and volunteers.</p> <p>Developing and managing budgets.</p> <p>Risk management.</p>	<p>Knowledge of Local Record Centre's functions and operations.</p> <p>Experience of biological data collection and management</p> <p>Understanding the data needs of Local Authorities, as well as other statutory agencies.</p> <p>Developing and overseeing service level agreements and contracts</p>
Skills	<p>Strong partnership working, interpersonal and influencing skills, including the ability to communicate with a wide range of stakeholders from experts to volunteers and recording groups.</p>	<p>Strong marketing and communication skills (online and offline), with the ability to effectively share the stories told by data held and inspire people to get involved.</p> <p>Advanced IT skills, including GIS</p>
Attributes	<p>Passion for and commitment to Somerset's wildlife and biodiversity.</p> <p>Vision and leadership with a flexible, can-do attitude and sound judgement in managing resources and people.</p> <p>Ability to solve complex problems effectively.</p>	

	<p>Ability to manage a wide range of projects and issues concurrently.</p> <p>An ability to take an innovative approach to the demands of biodiversity data management and delivery.</p> <p>Serious approach to Health & Safety procedures and policies.</p>	
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SOMERSET WILDLIFE TRUST'S WORKING VALUES AND EXPECTATIONS

Developing Somerset Wildlife Trust

To deliver our Wilder Somerset 2030 plan we, Somerset Wildlife Trust, will need to build our charity, be clear in our priorities and ensure our own actions support our aims. We have a new set of Values that will inform all our decision-making and actions to bring about nature's recovery across Somerset.

- We are passionate about nature.
- We believe everyone can contribute to nature's recovery.
- We love Somerset - its amazing wildlife and its communities.
- We are confident and brave in standing up for nature.
- We encourage innovative thinking and action for nature's recovery.

To deliver our strategy we will:

- Support, inspire and enable others to act while leading by example.
- Develop a Climate and Environment Strategy that delivers on our own environmental commitments within the Trust covering all areas of our operation and land use including procurement, utilities, facilities, and transport to achieve carbon neutrality by 2030.
- Use our resources efficiently and effectively, harnessing the diversity, talent and commitment of our staff and supporters.
- Expand our supporter base and sources of income, including through embracing new opportunities to generate income streams that are compatible with our strategic goals and maintain financial stability.
- Embrace new ways to grow our impact and reach, with a particular focus on expanding our digital knowledge and experience.

