



The
Wildlife
Trusts

External Affairs Manager

RECRUITMENT PACK

Salary: up to £50,000 per annum

Location: Hybrid working with regular travel to other places of work

Full time (35 hours per week)

Permanent contract



About Us

The Wildlife Trusts are a grassroots movement of people from a wide range of backgrounds and all walks of life, who believe that we need nature and nature needs us. We have more than 944,000 members, over 38,000 volunteers, 3,600 staff and 600 trustees. There are 46 individual Wildlife Trusts, each of which is a place-based independent charity with its own legal identity, formed by groups of people getting together and working with others to make a positive difference to wildlife and future generations, starting where they live and work.

Every Wildlife Trust is part of The Wildlife Trusts federation and a corporate member of the Royal Society of Wildlife Trusts, a registered charity in its own right [founded in 1912](#) and one of the founding members of IUCN – the International Union for the Conservation of Nature. Taken together this federation of 47 charities is known as The Wildlife Trusts.

The next few years will be critical in determining what kind of world we all live in. We need to urgently reverse the loss of wildlife and put nature into recovery at scale if we are to prevent climate and ecological disaster. We recognise that this will require big, bold changes in the way The Wildlife Trusts work, not least in how we mobilise others and support them to organise within their own communities.

About You

Are you a strategic communicator with a passion for policy, public affairs and making a real difference? Do you dream of using your skills to make a real difference in conservation?

We have an exciting brand-new opportunity at the heart of The Wildlife Trusts for an experienced External Affairs Manager. In this pivotal role, you'll work closely with our CEO and Deputy CEO to lead external advocacy planning and delivery, work on high-impact commissioned projects and build influential relationships.

If you're ready to make an impact and thrive in a role where your input can shape the future, this could be the role for you.

You will be a confident individual with outstanding ability to build effective relationships both internally and externally, work collaboratively across The Wildlife Trusts movement, and be able to develop engaging initiatives that are important to the movement and its strategic plans. You will also be highly-organised, and with your personable approach you will be able to build trust and partnerships across a wide-range of stakeholders.



The Wildlife Trusts value passion, respect, trust, integrity, pragmatic activism and strength in diversity. Whilst we are passionate in promoting our aims, we are not judgmental and are inclusive. We particularly encourage applications from people who are underrepresented within our sector, including people from minority backgrounds and people with disabilities. We are committed to creating a movement that recognises and truly values individual differences and identities.

RSWT take our Safeguarding responsibilities extremely seriously. Please click [here](#) to read our commitment statement. The Royal Society of Wildlife Trusts is committed to safeguarding and promoting the welfare of children and adults at risk. For applicable roles, applicants must be willing to undergo checks with past employers and Disclosure and Barring Service checks at the eligible level.

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.

RSWT are committed to increasing the diversity of its staff through its Levelling the Field recruitment pledge and will put any ethnic minority applicants that meet all the essential criteria for the post through to the next stage of recruitment.

Please be aware we may not accept applications if we have reason to believe they have been wholly produced using generative AI tools.



Job Description – Overall Purpose of the job

The External Affairs Manager will:

- Work within the Executive office to directly support the CEO and Deputy CEO with external advocacy, planning and delivery, working on executive specially commissioned projects and developing external networks to form influential relationships for the Executive.
- Build effective relationships and work collaboratively with Directors and their teams based both within the Royal Society of Wildlife Trusts and individual Wildlife Trusts to develop and prioritise engagement activities that are important to The Wildlife Trusts strategic plans.

Job Description – Main Responsibilities

- Develop strategic external communications, including speeches, presentations, editorials, communications messages, including social media and quotes. Working closely with colleagues in all other directorates as appropriate.
- Research/fact check to support CEO communications, including briefing the CEO ahead of specific events, conferences, media opportunities – working in conjunction with the relevant directorate.
- Join the CEO at key meetings and take forward any follow-up actions
- Work closely with the Executive Assistant and team to ensure that the CEO is prepared for requested meetings, including developing background briefings, agendas and meeting plans, including the wider strategic context, also ensuring key learnings from meetings and events are shared with the relevant directorates.



Job Description – Main responsibilities

- Horizon scan to identify opportunities to advance the key priorities for The Wildlife Trust movement, including keeping abreast of emerging policy at national government levels.
- Develop and maintain relationships with key external stakeholders, including other leading charities working in the wider conservation space.
- Work with colleagues within the Royal Society of Wildlife Trusts and The Wildlife Trusts federation to develop and articulate policy priorities, including seeking out opportunities for the CEO to present these.
- Work closely with colleagues in the Executive Office to prioritise incoming engagement requests for the CEO and Senior Leadership Team.
- Lead specific projects as identified by the CEO/Deputy CEO.
- Help to protect the reputation of The Wildlife Trust federation as a whole by researching and responding to any concerns raised to the CEO/Deputy CEO.
- Advise and engage with colleagues within the Royal Society of Wildlife Trusts and individual Wildlife Trusts on complex communications issues.

For the organisation to work effectively you may be required to assist with other areas of work and therefore, you should be prepared to undertake other duties appropriate to the post, and any other reasonable duties required.

All staff are ambassadors for the organisation both internally and externally and are expected to act in a professional manner at all times. They are required to abide by organisational rules, policies and procedures as laid down in the staff handbook, adopt environmentally friendly working practices, set and maintain high personal standards of efficiency and customer care and foster a 'can do' culture based on ownership, initiative, teamwork and exchange of information.

Person Specification

Essential

- Personal Qualities:
 - Self-starter with ability to work with limited direction
 - Excellent written and verbal communication skills
 - Excellent planning and organisational skills
 - Ability to handle sensitive information confidentially
 - Excellent influencing skills at a senior level
 - Ability to remain calm under pressure
- Key Competencies:
 - Excellent interpersonal skills
 - Politically aware, able to read situations accurately
 - Excellent written and verbal communications and presentations, including the communications of complex information
 - Ability and commitment to work closely as part of a team
 - Flexible approach to work, with an ability to adapt to changing requirements
- Experience:
 - Engagement and communications experience
 - A proven track record of writing communications for senior leaders
 - Appreciation of the need to ensure appropriate and consistent messaging and applying this
 - Experience in researching and fact checking information for communications purposes
- Knowledge and skills:
 - Degree level or equivalent relevant qualification or relevant background experience in similar role
 - Expert in communications planning and delivery
 - Data collection and analysis skills and the ability to collate and present data at all levels
 - Understanding of issues impacting on wildlife and nature
 - Understanding of UK-wide structures and policy on nature
 - Able to engage with and motivate others across management levels and organisations



Person Specification

Desirable

- Experience:
 - Experience of writing accessible communications in plain English
 - Experience of working in the third sector
 - Experience of working with people of diverse backgrounds and cultures
- Knowledge and skills:
 - Able to manage and resolve conflicting priorities between individuals and/or organisations, applying a high level of emotional intelligence and maintaining personal resilience



Additional benefits of working for The Wildlife Trusts

- Private medical insurance
- Electric vehicle salary sacrifice scheme
- 26 days holiday per year plus 8 bank holidays
- 4 Concessionary Days
- Non-contributory Life Assurance Scheme
- Generous pension contribution
- Charity worker discount
- Employee Assistance Programme

Closing date for applications: 13th July 2025

First interview: 25th July 2025

Second interview: 30th July 2025

