



The
Wildlife
Trusts

BUSINESS ENGAGEMENT OFFICER (Maternity Cover)

RECRUITMENT PACK

Salary: £24,565 pro rata (based on existing 4 days per week salary of £19,652)

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

Part-Time: Ideally 28 hours, 4 days per week or would consider less hours with minimum of 14 hours per week.

Temporary contract to cover maternity leave for approximately 7 months



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

As the new Business Engagement Officer, you will work with businesses to drive positive change for, and investment in, nature and climate. This will include engaging with companies within a range of sectors, including food and farming, infrastructure, finance and technology.

You will be a credible, motivated self-starter who is able to take the lead in enthusing business contacts and colleagues across the wider Wildlife Trusts' family.

You will be an expert communicator, experienced in the planning and delivery of commercial activities and deepening mutually beneficial relationships with businesses. You will ideally have a proven track record in successfully developing and nurturing sustainable business relationships, and in driving income growth (desirable).



About You

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.

The Royal Society of Wildlife Trusts takes our safeguarding responsibilities extremely seriously. Please click [here](#) to read our commitment statement. RSWT 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

- To assist in the end-to-end delivery and growth of the Biodiversity Benchmark land management certification scheme.
- To support in the management and growth of a small portfolio of national client relationships, and coordinate the distribution of demand and funds for employee volunteering across the UK.
- To provide administrative support across all areas of business engagement.

Job Description – Main Responsibilities

- To assist in the end-to end delivery and growth of the Biodiversity Benchmark (BB) land management certification scheme
 - Manage data records across a growing portfolio of clients and sites e.g. governance of agreements, financial accounts and logging details of assessor visits
 - Consult with Wildlife Trusts when a new client applies for BB; checking criteria against our internal risk management processes
 - Draft quotes for client assessments and process incoming and outgoing invoices
 - Produce annual site certificates for clients, as required
 - Support the organisation of BB events and Plenaries
 - Support the review and updating of the BB operational manual documents, as required
 - Arrange BB Steering Group meetings, and draft agenda and minutes
 - Support the promotion of BB, to grow the client base and number of sites in the portfolio, as required, e.g. involvement in proactive marketing, sourcing and drafting case studies



Job Description – Main Responsibilities

- **To support in the management and growth of a small portfolio of client relationships, and coordinate the distribution of demand and funds for employee volunteering across the UK**
 - Support in the account management of our national employee engagement relationships; execute and/ govern annual agreements; ensuring all obligations are delivered and positive working relationships are maintained
 - Manage the end-to-end coordination of employee engagement across Wildlife Trusts local to client office locations; provide a seamless customer journey for clients' employees
 - Gather and consolidate participation data to inform quarterly impact reporting
 - Manage all related financial processes, including guaranteeing prompt payment, including reporting budget updates monthly
- **To provide administrative support across all areas of corporate engagement**
 - Assist the team in key administrative tasks such as arranging events, meetings, minute-taking, invoicing; ensuring relevant financial data is optimally stored and maintained with the system; effectively use of the Customer Relationship Management (CRM) system to optimally record, organise and manage relationships with businesses
 - Respond to and follow up on new business enquiries, effectively and in a timely manner
 - Support in ensuring prospective business relationships are subject to appropriate risk management and due diligence processes
 - Provide regular updates to Corporate Partnership team members, and Senior Leadership team as appropriate
 - Develop peer relationships within the federation ensuring high standards of information sharing, collaboration and communications are upheld

Job Description

● Other responsibilities

- Undertake all activities in accordance with GDPR
- Be responsible for your own health and safety and that of your colleagues, in accordance with the Health and Safety at Work Act (1974) and relevant EC directives
- Enhance and keep up-to-date relevant areas of our intranet site as required
- Undertake own administration
- The post will require occasional travel and possible overnight stays e.g. for events and conferences

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

- Key Competencies:
 - Ability to work across multiple projects to set timelines; measure and report against budgets and KPIs
 - Ability to build rapport and work effectively as part of a team – supporting others to achieve joint goals
- Experience:
 - Experience of project managing delivery of activities and events
 - Managing projects requiring cross team working, within specific timeframes
- Knowledge and skills:
 - Excellent interpersonal, verbal and written communications skills
 - Excellent organisation and project management
 - Customer-focused with the ability to understand customer needs and respond quickly to opportunities and/ problems
 - Highly IT literate, including Word, Powerpoint, Excel and Outlook



Person Specification

Desirable

- Key Competencies:
 - Ability to collate, research, analyse, interpret and present information and make recommendations based on findings
- Experience:
 - Relationship builder with ability to influence a wide range of internal and external stakeholders
 - Working with companies in one or more of the following sectors – food and farming, technology, finance, development and infrastructure sectors; developing project proposals and pitching these to prospective businesses
 - Financial and budget management – collating, analysing and communicating information
 - Experience of using a customer relationship management (CRM) system to build a pipeline of interest and drive client growth
- Knowledge and Skills:
 - Experience of using a customer relationship management (CRM) system to drive performance and knowledge of GDPR
 - Knowledge and understanding of the importance of corporate fundraising within the wider fundraising/charity context
 - An understanding of wildlife and UK environmental policy issues



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: 22nd October 2025

First interview: 29th October 2025

Second interview: 4th / 5th November 2025

