



The  
**Wildlife**  
Trusts

# CAMPAIGNING AND ORGANISING ASSISTANT RECRUITMENT PACK

**Salary: £25,550 per annum**

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

Office facilities are available at our Newark office. Office opening days are Tuesdays to Thursdays. There is a requirement to attend in-person the monthly team meeting at the Newark office.

**Full time: 35 hours per week**

**Permanent contract**

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## 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 945,000 members, over 33,000 volunteers, 4,100 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

Wildlife Trusts are deeply rooted in local areas and we work with communities of all kinds. We use two particular approaches to this element of our work, one which is known as Organising (working with people to help them to help Nature in their own way – for example listening to their concerns about their local green spaces and supporting them to make improvements), and one which is known as Mobilising (helping people influence changes for Nature – for example changing Government policy by engaging with their MP). Our intention is always to influence nature’s recovery.

This is an exciting time to join us. The purpose of this role is to support the Campaigning and Organising team as we develop a more equal balance between both approaches (“Organising” and “Mobilising”) so everyone can enjoy a wilder future.

You are a natural communicator and work collaboratively. You may be starting out in your career and looking for a role where you can make a meaningful contribution and positive impact.

In this role, you will be supporting work across the federation of 46 Wildlife Trusts to help mobilise supporters, driving locally-led action that contributes to nationally impactful campaigns, while building power within communities of all kinds so they feel more empowered to act for nature in their own ways.

We are looking for someone who is methodical and resourceful, and believes in the power of teamwork. You will thrive in a fast-paced environment. You will be keen to learn, be open to new challenges and excited by the development opportunities this role offers.

Building meaningful, supportive relationships with Trusts and with communities is at the heart of what we do. You will play an important part in helping the Campaigning and Organising team to ensure everyone feels able to play their part, and help others take action too.

If you have the passion and enthusiasm to inspire people to help nature thrive, we would be delighted to receive your application.



**At RSWT we value passion, respect, trust, integrity, pragmatic activism, strength in diversity and we particularly encourage applications from people who are underrepresented within our sector, including people from minority backgrounds and people with disabilities as we are committed to creating a movement that recognises and truly values individual differences and identities.**

**RSWT are committed to increasing the diversity of its staff through its Levelling the Field recruitment pledge and as a Disability Confident employer, we are committed to fostering an inclusive, equitable, and welcoming recruitment experience for all applicants. Applicants with disabilities and from ethnic minority backgrounds, will be considered for the next stage of the selection process should they meet all the minimum criteria for the role outlined in the person specification detailed as essential criteria in the recruitment pack. This commitment is intended to help reduce barriers and promote equal opportunity; however, it does not guarantee an interview.**

**We actively work to remove barriers throughout the recruitment journey and are dedicated to creating an accessible and supportive recruitment experience by offering reasonable adjustments at every stage of the recruitment process, as well as within the workplace. If you would benefit from any adjustments to support you during your application or interview process, please let us know and we will be pleased to put the appropriate support in place.**

**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.**

**At RSWT, we are also committed to creating a safe environment where discrimination, bullying, and harassment are not tolerated. We expect everyone to uphold, respect, and support our zero-tolerance policy.**

**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 purpose of this role is to support the Campaigning and Organising team to bring together our Mobilising and Organising ways of working together, ensuring an equal balance between the two. The role supports the Trust's 2030 strategic objectives by helping more people play their part in nature's recovery, and developing a bold, confident local voice that can influence decision-making at every level across the UK.

## Job Description – Main responsibilities

- Build and maintain positive working relationships with colleagues, partners and community groups across the Wildlife Trusts.
- Support the Community Organising Manager with skills-building activities and help facilitate cohorts of organisers.
- Assist in capturing and sharing stories and examples of impact from communities, including through video and other creative tools.
- Help share campaign data and insights with The Wildlife Trusts, including information from campaign actions and the CAN App impact tool.
- Support the team in building campaign actions and delivering campaign plans using online campaigning tools and software.
- Take an interest in campaigning and influencing approaches and develop your own skills in this area.

## Job Description – Main responsibilities

### Communications specific

- Work collaboratively with the Campaigns and Impact Manager and Communications and Insight Manager to create compelling content for a range of platforms, including social media, website and supporter communications.
- Support the Community Organising Manager to keep Wildlife Trusts updated with engaging campaign assets and resources that inspire local people to become advocates for nature.
- Work with the Share Learn Improve Coordinator to schedule and facilitate Share, Learn, Improve activities .
- Collaborate with the Communications and Insight Manager to write, schedule and send email updates, maintain the dedicated intranet 'Wildnet' space and ensure website content remains fresh, accessible and audience-focused.

### Data insight and analysis

- Help to track and map impact of community activity and monitor the progress of live campaign actions, to produce up-to-date analyses and activity reports.
- Join our team of moderators to review and approve campaign resources to ensure quality and consistency.
- Work with the Campaigns and Impact Manager to share meaningful data and insight around the qualitative and quantitative impacts of our work.

## Job Description – Main responsibilities

### General Responsibilities:

- Ensure a high level of customer service in all dealings with The Wildlife Trusts.
- Champion and uphold the mission, values and ways of working of The Wildlife Trusts.
- Actively contribute to departmental and team meetings, supporting collaborative working.
- Take responsibility for your ongoing professional development of skills and knowledge required for this post, ensuring you remain up-to-date.
- Work in accordance with all the policies and procedures of RSWT, ensuring full compliance with the Trust's health and safety requirements and with the safe management of any resources for which you are responsible for.
- Adhere to at all times RSWT's Equality, Diversity and Inclusion Policy and to promote equal opportunities across all areas of work.
- Comply with all legal and contractual obligations concerning the responsibilities of the role.

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

APP = Application

A = Assessment

I = Interview question

### Essential

- Personal Qualities:
  - Demonstrates a genuine interest in nature, community action and creating positive social impact. **APP**
  - Displays a proactive, positive attitude and a willingness to learn. **APP**
  - Warm, approachable and able to build supportive, collaborative relationships with colleagues, volunteers and wider communities. **A**
- Key Competencies:
  - Communicates clearly and confidently, with the ability to engage comfortably with others and demonstrating a willingness to develop that confidence over time. **I, A, APP**
  - Shows curiosity and openness, demonstrated by actively asking questions, seeking clarity, and embracing new and improved ways of working. **I**
  - Works in a methodical and organised manner, managing tasks effectively, maintaining accuracy, and meeting deadlines across competing priorities. **I, APP**
  - Demonstrates a values-driven approach, motivated by purposeful work and committed to contributing to positive change. **I, APP**
  - Builds positive and collaborative working relationships, contributing effectively as part of a team and engaging confidently with diverse groups of people. **I**
  - Provides high-quality, welcoming and responsive customer services, ensuring all interactions are helpful, considerate and supportive. **APP**



## Person Specification

### Desirable

- Personal Qualities:
  - Curious and passionate about wildlife, nature and the climate, with a desire to contribute meaningfully to positive change. **I,A**
- Experience:
  - Experience gained through volunteering or similar work experience roles, particularly involving working with people, supporting teamwork or contributing within community settings. **APP**
  - An interest or experience of community organising, campaigning, or environmental work, demonstrating an understanding of people-powered change and nature-focused action. **APP**
  - Experience using a range of digital tools, including Microsoft Office 365 (Word, Excel, Powerpoint) and online meeting platforms such as Microsoft Teams and Zoom. **APP**
- Knowledge and skills:
  - GCSE, BTEC, functional skills level 2, or equivalent qualifications, that demonstrate essential skills in English and Maths. **APP**



## 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
- Cycle to Work Scheme

**Closing date for applications: 12<sup>th</sup> April 2026**

**First interview: : 20<sup>th</sup> April 2026 (online) or**

**22<sup>nd</sup> April 2026 (in-person at the Newark office)**

**Second interview: 28<sup>th</sup> April 2026**

