



# Landscape Recovery Project Administrator

## Brit Catchment Recovery Project

<b>Term</b>	0.4FTE, fixed term, until 31st March 2026.
<b>Salary</b>	£25,800 per annum, pro-rated to £10,320 pa.
<b>Holiday and benefits</b>	32 days holiday Including Bank Holidays (pro-rated to 13 days). Contributory pension scheme.
<b>Location</b>	Office near Bridport
<b>Flexibility</b>	Some attendance at evening and weekend meetings / events may be required

## West Dorset Wilding

West Dorset Wilding (WDW) is a landowner and farmer-led charity set up in 2021 with big aspirations to bring about large-scale positive change for nature in West Dorset. Our three pillars are about supporting: natural process-led ecosystem restoration; regenerative agriculture and; wellbeing through connection with nature.

## Brit Catchment Recovery Project

WDW were successful in round 2 of the ELMs Landscape Recovery scheme, and will be starting the two-year Project Development Phase (PDP) in April. The PDP will develop plans for land-use change over 20+ years in c. 3,700 ha. of the wider Brit catchment, working with more than 50 farmers and with the area's rivers as the project's arteries. For more details see this the additional information at <https://westdorsetwilding.org/jobs>

## About the Role

This is an exciting opportunity to work as part of an experienced team focusing on a great project to benefit nature in our catchment. We will require robust administration, both in terms of finances and record keeping, and we need an exceptional person with the right skills and experience to undertake this.

Reporting to the Project Manager, the role will work mainly with the project team, but over the length of the project you will work increasingly with our farmer and landowner partners.

See the Job Description and Person Specification at <https://westdorsetwilding.org/jobs>

## West Dorset Wilding's Values

- Our values as a charity and employer are based on a high level of integrity, transparency and mutual respect for all.
- We embrace diversity, seek to ensure equality as an employer and as a charity, and aim to be inclusive throughout all that we do.
- We adopt a collaborative approach, one that is locally led, drawing on, and supporting local skills and experience.
- We try to embed sustainability in all that we do, and consider the wider local and global implications of our actions at all time.

## Selection process

1. Please send a CV and covering letter to [jobs@westdorsetwilding.org](mailto:jobs@westdorsetwilding.org) by March 29<sup>th</sup> 2024. We expect the covering letter to directly address the person specification, against which you will be scored, and include a personal statement about why you would like the role and what you can bring to it. You will also need to demonstrate a right to work in the UK. Please put **PROJECT ADMINISTRATOR** in the email subject, send **PDF** files, and your filenames should start with your **surname** in **CAPS**.
2. We will interview shortlisted candidates either by Teams or Zoom, or in person as part of a rolling process, closing on March 29<sup>th</sup> 2024.

## Additional notes

- Candidates who may require adjustments to our interview process are welcome to discuss their needs with us.
- Please be aware that this is a rolling process, so we may contact you before the closing date in order to arrange an interview.
- If you have not heard from by a week after the closing date, you will not have been successful.

## Contact

For further details about the role, please email [sam@westdorsetwilding.org](mailto:sam@westdorsetwilding.org). To apply, please send your CV and covering letter (see above for details) to [jobs@westdorsetwilding.org](mailto:jobs@westdorsetwilding.org) For other information about the charity, go to: [westdorsetwilding.org](http://westdorsetwilding.org)