

Job description: Ecological Consultancy Business Manager

Job purpose:	To direct and oversee the work of Worcestershire Wildlife Consultancy, a small but ambitious ecological consultancy. The postholder will oversee the work of the team that involves liaison with clients to prepare quotations for work, business planning, capacity planning and ensuring the organisation develops with the need of its clients.
Duration:	Part time, permanent contract (21 hours per week)
Salary:	c £35,000 per annum FTE/ £21,000 for 21 hours per week (0.6 FTE).
Reporting to:	Chief Executive Officer
Responsible for:	Line management of Principal Ecologist, Ecologist and Assistant Ecologist. Direction and oversight of subcontractors at times.
Other key relationships:	Finance and Administration Officer, WNCT Enterprises Board, Head of Conservation, Head of Finance and Operations, Head of Fundraising and Engagement, reserves team colleagues.

Key areas of activity

Worcestershire Wildlife Consultancy is high quality ecological consultancy providing ecological and arboricultural services to a range of clients both within Worcestershire and further afield. Worcestershire Wildlife Consultancy is a key part of WNCT Enterprises Ltd, a wholly owned trading subsidiary of Worcestershire Wildlife Trust.

The successful candidate will be an experienced business or office manager. They will have responsibility for overseeing the work of the team, which is providing a range of high-quality services including ecological surveying, monitoring and wider related services. The role supports the delivery of the Trust's ecological consultancy work and includes direct line management of the Worcestershire Wildlife Consultancy team.

Worcestershire Wildlife Trust is the county's leading nature conservation charity, committed to protecting wildlife and the natural environment. We are supported by over 21,000 individual members. Our 40 staff are supported by our 500 volunteers who are vital to the delivery of our work. We manage 75+ nature reserves across the county covering 12.5 square kilometres of land and provide land management advice across around a quarter of the county. We also work to inspire people to take action for nature and this includes work with schools and young people, communities and local businesses.

Our three strategic goals set out in our [strategy to 2030](#) are:

- Nature in recovery: 30% of land for nature by 2030.
- Action for nature: one in four taking action for nature by 2030.
- Sustaining our future: more diversity, more funding and carbon zero by 2030.

We are one of 46 independent Wildlife Trusts operating across the UK.

Role specification

a) Business management

- Overall responsibility for business performance including delivering the agreed business plan (to be updated in Q1 and Q2 2025/26 with the involvement of the Business Manager)
- Ensuring policies and procedures are in place that enable the team to deliver effectively and develop for the future needs of the business
- Developing and managing a pipeline of clients and contracts including client liaison
- Managing and monitoring workload for the team through effective capacity planning and oversight of the pipeline from initial enquiries through to completed projects
- Ensuring contracted work is delivered on time, on budget and to the agreed standards
- Ensuring compliance with health and safety policies and procedures
- Work with the Principal Ecologist to ensure compliance with agreed professional standards, guidance and legislation relevant to our work
- Reporting to the Chief Executive of Worcestershire Wildlife Trust and the WNCT Enterprises Board with accurate data and clear written reports that includes performance against business targets, ongoing monitoring and forecasting

b) Management of team

- Line management of the Principal Ecologist, Ecologist and Assistant Ecologist ensuring they all play a full role in delivering the objectives of Worcestershire Wildlife Consultancy
- Regular one-to-one and team meetings with team members and attending wider Worcestershire Wildlife Trust team meetings including staff meetings
- Ensure collaboration with wider Trust colleagues including finance and operations team, communications team colleagues
- Development and oversight of team training and development plans ensuring plans are implemented and reviewed
- Provide support to the team to ensure excellent project and contract management
- Arrange team building activities and events with the team

c) Business development

- Horizon scanning to ensure the business is providing effective services and adding new capabilities as required
- Identify new work streams and commercial opportunities relating to ecological consultancy services
- Monitoring capacity and pipeline of work and making the business case for investment when required
- Support the marketing of the Consultancy that includes working with Trust colleagues to update the business website and wider marketing materials
- Develop and maintain good relationships with other ecological consultancies and consultants including through the network of Wildlife Trust ecological consultancies

d) Contribute to the overall work of the Consultancy and Trust

- Contribute towards Trust wide programmes including equality, diversity and inclusion, and our climate change and wildlife strategy
- Manage activities, staff, subcontractors and volunteers to ensure that all legal (e.g. health and safety, data protection, taxation) and contractual obligations are fully met, working with other staff where appropriate
- Ensure adherence with General Data Protection Regulations.
- Assist with, attend and support Trust events, activities etc as required

Personal specification

Skills

- Can demonstrate analytical thinking and business insights that have led to improved performance
- Well organised with the ability to effectively manage workloads
- Strong leadership abilities and experience of managing and developing a team
- Strong communication skills with experience of communicating to a wide range of audiences
- Experience in leading a customer-focused service
- Experience in marketing and promoting the work of a business
- Experience of analysing and presenting business data would be an advantage
- Report writing and editing/reviewing of complex documents
- Project planning and management
- Experience in identifying quote opportunities, preparing, submitting and recording quotations
- IT knowledge including use of Microsoft Office package

Knowledge

- Demonstrable experience of business and/or office management
- Ability to analyse processes and streamline where appropriate
- Broad understanding of the work of ecological consultancies
- Knowledge of U.K habitats would be beneficial
- Some understanding of ecological survey and monitoring techniques would also be beneficial
- Knowledge of UK General Data Protection Regulations

Personal qualities

- Good commercial awareness
- Full driving licence
- Self-motivated
- Able to work well in a team and under own supervision
- Able to delegate and support colleagues
- Ability to deal with challenging situations

February 2025