



Job Description

Early Careers Assistant

Grade: 5

Fixed Term Contract until 31st December 2026

Directorate: People Team, T&D, F&SS

Location: Any WWT site or hybrid with some homeworking. Travel to other WWT sites and partner organisations will be required.

Reporting to: Early Careers Development Officer

Main function of post:

The Early Careers Assistant will support WWT's Early Careers Project, working closely with the Early Careers Development Officer to expand opportunities for individuals pursuing careers in the conservation sector. This role will contribute to the development and delivery of Apprenticeships, Student Placements, and Work Experience across WWT.

Key responsibilities include:

- Building strong relationships with external partners, including schools, colleges, universities, and training providers, to promote WWT's Early Careers programme.
- Supporting the Early Careers Development Officer in engaging with students to raise awareness of the opportunities WWT offers including attendance at career fairs and other meetings and events.
- Providing essential administrative support to ensure the smooth running of the Early Careers project.
- Helping to develop and improve processes and systems across WWT to ensure efficient and effective ways of working for our early career opportunities.
- Collaborating with WWT's People Team (Human Resources, Volunteering, and Training & Development) to ensure a seamless and impactful early careers programme.
- Digital marketing to promote our early career opportunities and share our success stories to establish us as an employer of choice in the world of conservation.

This role plays a key part in supporting WWT's Diversity, Inclusion, and Belonging policy by helping to attract, recruit, and retain individuals from underrepresented backgrounds. By identifying and addressing barriers to entry, this initiative aims to build a more diverse and inclusive workforce.

The outcomes of this project will not only shape WWT but will also be shared across the wider sector and the Heritage Innovation Fund.

This is a fixed-term contract until 31st December 2026, funded by the National Lottery Heritage Fund.

Supervisory responsibilities: None

Responsibilities of the post

To achieve the main function of the post as set out above the post-holder will;

1. Provide support and guidance to the apprentices, students, line managers and others across WWT in relation to these early career opportunities.
2. Management of processes for all early career pathways including data management systems and event planning.
3. Collate data to support the monitoring of our early career initiatives to ensure they are effective in implementing solutions to our workforce challenges.
4. Support WWT in overcoming barriers to attract and retain young people from a diverse range of backgrounds.
5. Liaise with a range of employees and volunteers from across WWT to encourage engagement with and support for apprenticeships, paid student placements and work experience.
6. Work with schools, colleges, universities, and other institutions across the UK, to establish partnerships to attract the best pipeline talent, to meet the needs of the organisation in terms of both skills required and diversifying our workforce.
7. Maintaining relationships with training providers to ensure smooth delivery of our apprenticeships to meet our diverse needs across a range of specialisms and across the whole of the UK.
8. Working with our marketing team to develop resources to enable us to effectively promote our early career opportunities.
9. Liaise with other organisations within the conservation charity sector to research current best practice in early career programmes.
10. Support WWT in establishing itself as a leading employer of choice in the world of conservation and within local communities.

Working with Volunteers

1. To work alongside volunteers encouraging, developing and supporting them in their work for WWT, ensuring that they have a positive volunteering experience.

Health and Safety:

2. To be responsible for working within the WWT health and safety policy and guidelines ensuring that the health, safety and wellbeing of yourself and others is an integral part of how you work.

Sustainability:

3. To be responsible for engaging with the WWT Sustainability Statement, being aware of negative environmental impacts and incorporating sustainable ways of working within your role.

Visitors and Supporters:

4. To interact with our visitors and supporters in a positive way, shaping unforgettable experiences and helping them understand and connect to wetlands.

Dealing with personal and financial data:

5. To ensure that in the course of your work you adhere to the WWT Data Protection policy and standards.

In addition to the duties and responsibilities listed, the post holder is required to perform any other reasonable duties that may be assigned by the supervisor shown above, from time to time.

Date raised: 11th February 2025

Amended:

Person Specification

1. Qualifications

Essential:

- Current driving licence for the ability to travel to WWT's remote sites and careers events (public transport is possible but difficult)

Desirable:

- Good general education to at least GCSE level or equivalent (including English Language and Maths)

2. Experience

Essential:

- Experience of operating computer systems including MS Office applications (Word, Excel, Outlook, Teams and Powerpoint).
- Ability to work with data management systems, including creating and running reports and ensuring data quality.

Desirable:

- Previous experience of working in an administrative or support role and working to deadlines.
- Demonstrable office/administration skills including word processing, drafting correspondence and customer service skills.
- Demonstrable verbal and written communication skills.
- Experience of representing an organisation to third parties.
- Intermediate to advanced MS Excel skills.

3. Managerial & Supervisory

- This post will have no managerial or supervisory requirements.

4. Responsibility

Essential:

- Excellent self-management skills with ability to work independently, using own initiative and being flexible and adaptable.
- Responsibility for taking ownership of essential admin processes and ensuring they are done accurately and on time.

5. Creative Ability

Desirable:

- A creative approach to supporting the development of solutions to attract and recruit, including use of social media and networking to help build employer brand and profile for WWT.

6. Contact

Essential:

- Excellent interpersonal skills
 - A strong communicator across multiple communication ways and means.
 - Ability to work alongside internal and external stakeholders.
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General Notes

The nature of this post encompasses access to personal data and confidential documentation requiring a high degree of personal integrity and discretion at all times.