#

# Staffordshire Wildlife Trust are seeking a

**Facilities Officer**

**The Wolseley Centre, Wolseley Bridge, ST17 0WT**

**Permanent: Full time 35hpw**

**Salary: £26,000 per annum**

We are currently looking for a Facilities Officer at Staffordshire Wildlife Trust to provide daily facilities operations, facility management and health & safety compliance.

**About You.**

We’re looking for somebody who is practical and hands-on and enjoys working as part of a close-knit team. With your facilities management skills and knowledge of workplace H&S regulations you will take pride in making our offices, shops and visitor centre spaces safe and welcoming for our staff and visitors. You will be a confident problem solver, used to prioritising tasks, pro-actively scheduling future maintenance as well as responding to issues as they arise.

**About the Role.**

The role will be largely based at our head office and Visitor Centre at Wolseley Bridge but will involve regular travel to our outposted premises in Leek, Codsall, Penkridge and Enville. You may need to take equipment and materials with you; therefore, the post holder will need a current clean driving license and will have access to our pool vehicles. This role is part of our Resources team but will work closely with our trading staff, finance team and outposted staff to ensure the facilities we own and manage are in good condition.

We are seeking a full-time (35 hours) role, but part-time can be considered and we are happy to discuss flexible working hours. There is limited opportunity to work remotely as the role requires you to be on site.

**About Us.**

“Staffordshire Wildlife Trust protects and enhances the wildlife and wild places of Staffordshire and promotes understanding, enjoyment and involvement in the natural world.”

A registered charity established in 1969 we are one of 46 county Wildlife Trusts throughout the UK and are supported by over 18,000members.

The Trust owns or manages 45 nature reserves covering an area of over 1900 hectares. We have around 140 staff, based in six locations around the county including our Headquarters at Wolseley Bridge, Stafford, with our work divided up into five departments: Conservation Delivery, Engagement, Activism and Marketing, HR & Support Services, and Resources. The Trust has a diverse workforce of including site wardens, wildlife surveyors, community and education officers, catering, retail and administration.

In addition, we have the trading company which looks after the trading side of our business. This includes a café at The Wolseley Centre and charity shops in Leek, Penkridge and Codsall and a retail shop in the Wolseley Centre.

**We’re Wild About Inclusion!** To us, this means inspiring, empowering and engaging people from all backgrounds, cultures, identities and abilities, to change the natural world for the better. It means creating workspaces where difference is celebrated, everyone can be themselves and flourish, just like nature

**Disability Confident Committed.** As users of the Disability Confident scheme, we guarantee to interview all disabled applicants who meet the minimum criteria for vacancies.

Staffordshire Wildlife Trust are committed to keeping children and young people safe, you can see our policy here:  <https://www.staffs-wildlife.org.uk/our-policies>
**Safeguarding** and protecting our visitors, customers, members, staff and volunteers is the responsibility of every trustee, employee, and volunteer at Staffordshire Wildlife Trust.

For more information and to request an application pack contact Staffordshire Wildlife Trust on jobs@staffs-wildlife.org.uk or visit our website [www.staffs-wildlife.org.uk/jobs](http://www.staffs-wildlife.org.uk/jobs)

Staffordshire Wildlife Trust is a registered charity. Charity No: 259558.

**Closing Date: 9am on Monday 28th April 2025**

**Interviews: Wednesday 7th May 2025**