



## Isles of Scilly National Landscape Officer – Job Description

<b>Salary:</b>	£27,917-£30,011 starting salary, depending on experience
<b>Contract:</b>	Full time, summer 2026 to 30 <sup>th</sup> September 2027, with a possibility of extension
<b>Job Purpose:</b>	To take a lead in coordination of the Isles of Scilly National Landscape (IoSNL) Partnership, bringing together the work of the Isles of Scilly Wildlife Trust and other partners in delivery of the Management Plan for the Isles of Scilly National Landscape.
<b>Responsible to:</b>	Isles of Scilly Wildlife Trust Chief Executive  Note that whilst this post is line-managed and supported by the IoSWT Chief Executive, the post's purpose is to serve the IoSNL Partnership. As a result the postholder will have a particularly close working relationship Chair of the IoSNL Partnership, and the Head of Environment at the Council of Isles of Scilly (Host Authority for the IoSNL Partnership).
<b>Working relationships:</b>	In Scilly – the IoSNL Partnership, the community and other key stakeholders in Scilly, along with the IoSNL Partnership Manager (part-time, working remotely) and other staff and volunteers across IoSWT.  Nationally – liaison as deemed appropriate with the National Landscapes Association and other National Landscape teams.
<b>Responsible for:</b>	Supporting the day-to-day operation of the IoSNL Partnership and the work of the IoSWT as Delivery Partner.

At present IoSWT cannot provide accommodation for this post. Housing options in Scilly are very challenging.

### Background

We are seeking a passionate and highly motivated individual who will support the programmes and projects of the IoSNL Partnership and the delivery of the IoSNL Management Plan 2026-2030. We need someone with excellent communication skills and experience of building relationships with a range of stakeholders. The postholder will be central to liaising with all the organisations in IoSNL Partnership, working with them to deliver the IoSNL Management Plan.

You will need to be flexible and quick to seize opportunities in order to secure better outcomes for landscape and nature, whilst being responsive to the needs of our local communities and partner organisations. A key part of the role will be providing a regular point of contact for the IoSNL Partnership Chair and Vice Chair, Partnership members and the CloS Head of Environment to make sure that we can work together to best serve the aims and objectives of the IoSNL and keep Scilly special.

If this sounds like you, then we look forward to your application.

The current IoSNL Partnership Manager is having a 12 month educational sabbatical, from Sept 2026. The IoSNL Partnership Manager (also line-managed by the IoSWT Chief Executive) will have a zero hours contract over this period, and may be able to provide up to a day or work per week for the partnership over this period, including working with the IoSNL Officer.

The IoSWT is the Delivery Partner for the IoSNL, and as a result is central to the delivery of the IoSNL Management Plan, including annual work programmes funded by Defra, CloS, Duchy of Cornwall, Tresco Island Ltd and the Wildlife Trust itself.

### **The Isles of Scilly National Landscape Partnership**

The Isles of Scilly has been designated as an Area of Outstanding Natural Beauty (AONB) since 1975. This designation is made under the CROW Act (2000) and the legislation which preceded it. In November 2023, all AONBs were re-branded as National Landscapes, to better reflect their national importance (alongside National Parks and National Trails). The AONB designation remains the basis in law for the Isles of Scilly National Landscape. The IoSNL is the UK's smallest National Landscape and the only one with contiguous boundaries with that of a Local Authority.

The IoSNL Partnership was formed in 2000 assist the Council of the Isles of Scilly in fulfilling its statutory duties in respect to the designation. The Partnership brings together organisations to provide a strategic and coordinated lead for the conservation and enhancement of natural beauty on Scilly. In 2014, the Isles of Scilly Wildlife Trust became the IoSNL Delivery Partner.

See more about the Isles of Scilly National Landscape on the IoSNL website:

<https://www.islesofscilly-nl.org.uk>

### **The Isles of Scilly Wildlife Trust**

The IoSWT's charitable purposes and strategy focuses the Trust's work on the aspects of heritage (natural and cultural) and sense of place which characterise the IoSNL. The Trust manages almost half of the area of the isles above the high tide mark; that area is nearer two-thirds of the land exposed at a spring low tide. We manage this for rare species and habitats, for its outstanding archaeological interest, and to provide access, enjoyment and understanding to local people and visitors.

The IoSWT is governed by its board of trustees, who are ultimately responsible for our strategy, compliance with Charity Commission and Companies House requirements, and other obligations. The IoSWT is the voluntary sector organisation which serves the interests of the IoSNL Partnership, directly as Delivery Partner, and

more widely as the principal organisation dealing with the wildlife and landscape of the Isles of Scilly.

We are one of 46 Wildlife Trusts – a grassroots movement of nearly a million members across the UK, with around 40,000 volunteers and 3,000 staff, caring for 100,000 hectares of land. We are acting together to reverse the loss of wildlife, prevent climate catastrophe and help ensure everyone has access to nature on their doorstep.

### **Outline of key responsibilities of IoSNL Officer**

*Note – there is some opportunity for the balance of responsibilities to be tailored to the individual skills of the IoSNL Officer appointed.*

- Support the day-to-day operation of the IoSNL under the guidance of the CEO of IoSWT and the Chair and Vice Chair of the IOSNL partnership. This will include liaison with the IoSNL Partnership Manager (a part-time post based remotely from Sept 2026 to Sept 2027), relevant Council staff, the Chair and Vice Chair, and Partnership members.
- Managing IoSNL partnership working, including distributing updates from partners, relevant events and other updates, managing member addition and removal proposals, community representative recruitments, and ensuring all partners remain active.
- Coordinating the meetings of the IoSNL Partnership, the Executive Group, and other sub-groups, including the creation of meeting papers and minutes.
- Ensuring the implementation of the 2026-2030 IoSNL Management Plan and its accompanying Delivery Plan.
- Working with the IoSWT CEO and IoSNL Partnership Manager to coordinate the Trust's role as Delivery Partner for the IoSNL Partnership, including monitoring the progress of annual work programmes, and supporting the development of future annual work programmes.
- Working with the IoSNL Partnership Chair to reach consensus within the IoSNL Partnership, including agreeing the use of national funding to maximise local landscape outcomes in support of the Management Plan.
- Working collaboratively with partner organisations and aligned landscape scale initiatives to support coordinated delivery of shared environmental, heritage and community objectives across the Isles of Scilly.
- Playing an active role in ensuring the IoSNL Partnership is kept up to date with national developments across the Protected Landscapes movement, principally by staying up to date with the National Landscapes Association, attending the annual National Landscapes conference, and attending Lead Officer briefings as deemed appropriate.
- Acting as coordinator for the social media and website outputs to promote awareness of the work of the IoSNL Partnership, by working with the IoSWT Comms team.

- Checking planning lists, identifying potential planning issues and assisting in commissioning appropriate responses on behalf of IoSNL Partnership.
- Influencing the development of the new Local Plan.
- Work with partners nationally and locally, including within IoSWT, to help to develop our cases for support, projects and grant applications to further the work of the IoSNL Partnership.
- Support the promotion of activities which actively engage people in the maintenance, conservation, and enhancement of the natural and historic landscape.
- Develop relationships between the IoSNL and a wide range of stakeholders.
- Be an advocate for the IoSNL across Scilly.

Like all Trust staff, the postholder must:

- Champion inclusion and diversity.
- Promote the Trust, recruiting local Members, and Friends of Scilly Wildlife.
- Be willing to undertake other tasks and work flexible hours as reasonably required.

All staff are ambassadors for the organisation both internally and externally and are expected to always act in a professional manner. They are required to abide by organisational rules, policies and procedures as laid down in the staff handbook, adopt environmentally friendly working practices, maintain high personal standards of efficiency and customer care and foster a 'can do' culture based on ownership, initiative, teamwork and exchange of information.

We want our people to be as diverse as nature, so we particularly encourage applications from people who are underrepresented within our sector, including people from minority ethnic backgrounds and people with disabilities. We are committed to creating a movement that recognises and truly values individual differences and identities. Please let us know if you require any adjustments to make our recruitment process more accessible.

## **Person Specification**

### Essential

- An excellent ability to gauge partnership dynamics, develop effective partnership working, to build trust and to engage people and organisations.
- Good in person and written communication skills.
- Self-motivation and a willingness to learn, develop ideas and solve problems.
- Excellent organisational skills, including the ability to develop clear plans and to steer collective working to implement them.
- Excellent administrative and IT skills, including confidence with the use of Microsoft Word & Excel.
- Enthusiasm for the work of the IoSNL and the IoSWT.

## Desirable

- An understanding of Protected Landscapes, particularly National Landscapes and their underlying AONB designations.
- Project and programme management experience, including confidence with budgeting processes.
- Experience of working with different stakeholders on projects and wider partnership working.
- Experience of new technologies to record landscape-based heritage data.
- Experience of community engagement.
- A general knowledge of the wildlife, landscape and cultural heritage of the Isles of Scilly.