BEAVER TRUST

Recruitment pack

BMAG Support Officer



BMAG Support Officer

Direct report:	Head of Restoration
Salary:	£29,043 FTE
Term:	Fixed-term contract until 31st March 2028. Part-time , 4 days per week, schedule to be agreed.
Location:	Home-based, with planned travel across Britain for meetings and workshops, which may include overnight stays. Travel, accommodation and subsistence expenses will be met in accordance with Beaver Trust's Expenses Policy. You may occasionally be required to access beaver wetlands or sites but this is not a key part of the role

We are committed to inclusive recruitment and are happy to make reasonable adjustments at any stage of the process. We actively encourage applications from people of all backgrounds, especially those underrepresented in the environmental sector, including people of colour, disabled people, those from low-income backgrounds, LGBTQIA+ communities and all other protected characteristics.

Organisational overview

Beaver Trust is a nature restoration charity, restoring beavers to regenerate our landscapes. Beavers were once a common and influential part of the British countryside, and as such we want to reconnect people to this part of our heritage. As we continue to reintroduce beavers and support their expansion across Britain, it has never been more important to help people learn to coexist with this dynamic and impactful species.

This role, funded by Natural England, has been established to provide dedicated capacity with Beaver Trust and Devon Wildlife Trust to support the development and effective functioning of Beaver Management and Advisory Groups (BMAG's) across England. The position recognises the value of dedicated resources to strengthen coordination, share knowledge and good practice, and support groups in responding to the opportunities and challenges associated with expanding beaver populations.

Summary job description

Working within Beaver Trust's Natural England-commissioned project and alongside project partner, Devon Wildlife Trust, this role will provide practical and collaborative support to existing and establishing Beaver Management Groups and Beaver Advisory Groups (BMGs/BAGs).

The role will contribute to and require delivery of agreed project outputs. These include developing, refining and applying templates for governance, stakeholder engagement, and risk and benefit assessment: producing case studies and accessible instructional resources; and designing and delivering workshops, training and professional development materials. The role will also support project, coordination, evaluation and reporting.

Summary job description continued

Whe role will contribute to and require delivery of agreed project outputs, including the development, refinement and practical application of governance, stakeholder engagement and risk and benefit assessment templates; the production of case studies and accessible instructional resources; and the development and delivery of workshops, training and professional development materials. It will also support project coordination, evaluation and reporting.

A central focus will be working collaboratively across multiple BMGs/BAG and project partners, drawing on existing experience and best practice to help them develop their own capabilities and sustainable ways of working, rather than taking over their responsibilities or directly delivering beaver management interventions.

Key duties and responsibilities

A central focus will be working collaboratively across multiple BMGs/BAG and project partners, drawing on existing experience and best practice to help them develop their own capabilities and sustainable ways of working, rather than taking over their responsibilities or directly delivering beaver management interventions.

- Project Coordination and Reporting: providing progress updates and reporting on delivery through the agreed project working group arrangements.
- Support existing and establishing BMAGs in understanding and adapting practical governance resources, including Terms of Reference, membership and roles, partnership responsibilities and proportionate action planning.
- Work with project partners and participating groups to refine Risk and Benefit Assessment and Stakeholder Engagement Plan tools, supporting the development of tailored outputs for individual groups.
- Help groups identify relevant stakeholders, encourage balanced representation and develop inclusive, two-way engagement approaches appropriate to local circumstances.

Practical guidance and shared learning resources

- Develop accessible instructional guidance, checklists and worked examples to help BMGs/BAGs establish and maintain effective arrangements and use the agreed stakeholder and risk/benefit templates.
- Gather feedback from established and developing groups, share practical examples of effective partnership working and improve resources in response to users' needs.
- Support publication and sharing of agreed resources through the Beaver Management website and other suitable practitioner channels.

Key duties and responsibilities continued

Workshops, training and capacity building

- Support planning and delivery of in-person National Beaver Practitioners group workshops, enabling participants to explore and apply the templates and share experience.
- Use the BMG/BAG rapid review, partner input and group feedback to identify common skills gaps and practical training needs, recognising that groups are at different stages of development.
- Contribute to a proportionate training and professional development package covering governance, stakeholder engagement, risk and benefit assessment, catchment-level planning and beaver coexistence.
- Facilitate peer learning between established and emerging groups, including opportunities to discuss challenges, share case studies and build confidence in using the resources.

Project coordination, learning and reporting

- Track assigned project actions, outputs and deadlines, and provide clear updates on progress and outstanding work packages to Beaver Trust colleagues and project partners.
- Collate and quality-check review findings, feedback, case-study evidence and learning from participating groups to inform practical recommendations.
- Support the end-of-project report, including BMG/BAG capability and support needs, lessons learned, training priorities, recommendations and opportunities for longer-term group sustainability.
- Assist with project steering group materials and agreed reporting to Natural England, working collaboratively with Beaver Trust and Devon Wildlife Trust.

Person specification

Essential:

- Relevant qualification in ecology, conservation, environmental management, community engagement or equivalent practical experience.
- Good understanding of beaver ecology, management and coexistence in Britain, including the role of BMGs/BAGs in coordinating local and catchment-level responses, or demonstrable ability to develop this knowledge quickly.
- Good understanding of the policy and regulatory context for beaver management and river restoration in England, including the roles of statutory agencies, local authorities and Catchment Partnerships, or demonstrable ability to develop this knowledge quickly.
- Experience of producing clear reports, guidance, templates, case studies or practical resources that help a range of audiences understand and apply technical information.

Essential continued:

- Strong communication, facilitation and stakeholder engagement skills, with the ability to work constructively across organisations and differing perspectives.
- Ability to interpret evidence, organise information and communicate technical or policy-related material accessibly.
- Experience supporting workshops, peer-learning activities, training or professional development resources.
- Competence with standard office software, spreadsheets and online collaboration tools.
- Commitment to nature restoration, inclusive engagement, safe working practices and Beaver Trust values.
- A safe and secure home-working space and stable internet connection.
- Willingness and ability to travel for planned in-person meetings and workshops including overnight stays. Most participating groups are located in the south of England.

Desirable

- Experience of project monitoring, evaluation, grant-funded reporting or working with statutory agencies and conservation partners.
- Experience supporting organisational development or capacity building within voluntary, community, environmental or multi-stakeholder partnerships.
- Understanding of group governance, stakeholder engagement planning, risk and benefit assessment and relevant beaver policy in England.

General expectations

- Follow all charity policies, standard operating procedures and safe working practices, and demonstrate Beaver Trust values.
- Actively participate in team meetings and contribute to a positive, inclusive and supportive working culture.
- Work in accordance with relevant data protection requirements, including GDPR, and safeguard confidential information.
- Take responsibility for the health and safety of yourself and others at work.
- Keep up to date with relevant research, activities, legislation and policy, sharing learning with colleagues.
- Undertake other reasonable duties consistent with the role and organisational needs.

Benefits

- 25 days' holiday, plus paid leave from Christmas Day through New Year's Day, and six floating holidays, pro rata.
- Flexible approach to hours of work.
- Employer pension contribution of 3% of total pay each month.
- One-off contributions towards an ergonomic office chair and essential devices (laptop, mouse and smartphone) and a monthly home-working allowance.

Equal opportunities and accessibility

We are dedicated to creating an open and inclusive working environment, and this starts with our recruitment practices. We aim to ensure everybody interested in joining our team has equal opportunity to do so. We intend to have flexible and accessible hiring practices and will make every attempt to adapt to individual needs throughout the process. We welcome requests for adjustments.

Beaver Trust positively welcomes people from a wide range of backgrounds and experiences and is committed to equality of opportunity for all staff



Applications

Thank you for considering the role of BMAG Support Officer at Beaver Trust.

To apply, please email your application to jobs@beavertrust.org, including:

- An one-page A4 cover letter. In your letter, please briefly highlight your skills and experience and explain your interest and suitability for the role.

- A CV of two sides of A4 maximum. Please include any voluntary or other relevant life experiences that you would like to tell us about.

Please note that any applications that exceed the maximum length will not be considered. We do not accept applications via LinkedIn or direct social media contact.

AI in our recruitment process

We want to hear your own voice, your own experiences and your own way of thinking. Use of assistive tools for spellchecking or grammar is fine, but your application should be written by yourself, and in your own words.

On our side, we want to be equally transparent. Our recruitment consultancy uses AI to help screen initial applications. Every application that progresses from that stage -or any application sent to us directly - is then read, screened and selected by people.

Closing date for applications: 5:00pm on Sunday 22nd November 2026. We reserve the right to interview candidates and close the ad ahead of the closing date, should a strong candidate be identified.

Online interviews will be held on Tuesday 8th December. During the interview you will be asked a series of questions to assess your experience and skills for the role. A number of the questions will be shared in advance of the interview to give you an opportunity to prepare answers.

All shortlisted candidates will be contacted by Wednesday 2nd December at the **latest**. If you have not heard from us by this date, please accept our thanks for applying and assume that you were not shortlisted on this occasion.

Job offers will be subject to two satisfactory references and proof of right to work in the UK.

Our Recruitment Privacy Notice

