



**Alderney**  
Wildlife Trust



# Operations Manager

Alderney Wildlife Trust

20<sup>th</sup> March 2026

# Operations Manager – Open until 20<sup>th</sup> March



## Alderney Wildlife Trust – Operations Manager

Alderney Wildlife Trust (AWT) & AWT Enterprises (AWTE)

*Salary: £32,000–£37,000 (including secondary pension)*

*Hours: 35 per week*

*Location: Alderney, Channel Islands*

AWT exists to study, champion and protect Alderney's wildlife, fostering a thriving island where natural habitats are valued for their vital role in shaping a sustainable future for Alderney and addressing the climate and ecological emergencies we face as a community. This is an exciting new role, central to delivering this mission and supporting the growth of our charity, with the successful candidate helping to shape the future of AWT and the Operations Manager role.

### The role will:

- **Be wholly responsible for operations and compliance systems** so AWT and AWTE are well run, legally compliant and able to deliver their strategic objectives (governance, contracts, health & safety, data protection, insurance, risk registers, assets, key databases).
- **Require confidence in managing operational budgets.**
- **Develop and own our Operations Calendar**, including Business Plan deliverables, events and activities, fundraising and grant schedules, and staff training, certification and renewals, and integrate it into the working practices of the CEO and campaign leads.
- **Work with and across teams to coordinate AWT's day-to-day operations**, including office systems, shop and information centres, accommodation and equipment.
- **In conjunction with the CEO, coordinate HR functions including recruitment logistics**, inductions, HR administration and records, and support a positive, collaborative culture for staff, interns and volunteers.
- **Support the Business Plan by making/co-ordinating grant applications**, tenders and sponsorship approaches; a key part of this will be integrating these into the Operations Calendar and coordinating the operational side of grants, events, sponsorship and digital giving.
- **Support the CEO and AWTE Lead Consultant with the administration of AWTE** and the smooth integration of its consultancy work into AWT's wider operations and infrastructure.

### It requires:

- Flexibility, positivity and a genuine passion for wildlife and nature.
- Solid experience in operations, general management and creative problem-solving, ideally in a charity, environmental or small/mid-size organisation setting.
- Demonstrated responsibility for operational and compliance functions (governance, health & safety, data protection, contracts, risk).
- Confidence working with budgets and communicating budgets and financial information.
- Strong written and verbal communication; confident working with staff, volunteers, trustees, partners and the public.
- Good IT skills (Microsoft 365) and willingness to learn new systems.

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## We offer:

- An initial 1-year term extending to a permanent position, subject to probation, by mutual agreement.
- 35 hours per week; 25 days holiday per year (with scope to discuss reduced hours on a pro-rated basis for the right candidate).
- Flexible working around some fixed commitments.
- Personal development budget and access to in-house and external training.
- Guidance in moving to Alderney and finding accommodation for off-island applicants.

## How to apply

Email your CV (including named referees) and a covering letter (max 1 page) to [manager@alderneywildlife.org](mailto:manager@alderneywildlife.org), highlighting:

- how you meet the requirements of the role; and
- what added value you would bring to the role.

For further details, contact [manager@alderneywildlife.org](mailto:manager@alderneywildlife.org) or call +44 (0) 1481 822935.

## Supporting information

### **Response to applicants:**

*The AWT is a small charity and whilst every effort will be made to respond to applications the AWT can not commit to respond in all cases or be able to offer detailed feedback.*

*We retain the right to close the advertising period prior to the advertised date.*

### **Note on scope:**

*This is a new role which we expect will keep developing. This 'scope of role' is intended to describe the general nature and level of duties required. It is not an exhaustive or comprehensive list of all responsibilities, duties or skills that may be required. AWT reserves the right to amend or vary the role, within reason and in discussion with the post-holder, to meet the evolving needs of the organisation.*

## Background for applicants

### Alderney – an island rich in wildlife

Alderney is the third largest of the British Channel Islands. Though small (5 km<sup>2</sup>), it has a marine area of 160 km<sup>2</sup> and a rich, diverse natural environment and culture. Our community is tight knit, often passionate but welcoming. The Island's locally elected government is directly responsible for managing its environment and responding to the climate crisis, making Alderney an exciting place to work. See more at: [www.visitalderney.com](http://www.visitalderney.com).

### About Alderney Wildlife Trust

Founded by the Island's community in 2002, AWT consists of a small, tightly knit team of staff, interns and volunteers. AWT is a community-founded charity that works with residents, volunteers, the States of Alderney and private landowners to secure the island's long-term sustainability through nature. We own no land: everything we achieve for wildlife is delivered through partnership.

Our 2026 Business Plan turns the 2026–2030 Strategy into concrete action. It focuses on two clear goals:

- **30 by 30** – at least 30% of Alderney's land and sea protected and thriving for wildlife.
- **1 in 4** – at least one in four residents taking meaningful action for nature.

These are delivered through our three core campaigns:

1. Putting Nature into Recovery (PNiR)
2. Alderney Community Action for Nature (ACAN)
3. Nature is the Solution (NiS)

The Board of AWT sets and owns the strategy, governance and compliance requirements for AWT and AWTE (as required under local legislation and its own policies). These are delivered via the CEO and implemented by the AWT staff. This role is central to ensuring that strategy, governance and compliance are translated into effective action.



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