



**WORLD
LAND
TRUST**

Saving land
Saving species

APPLICATION PACK

Head of Information Governance & Technology Delivery

Closing Date: 9am Monday 16 November 2026

We reserve the right to close this vacancy early if sufficient applications
are received

World Land Trust is a UK based conservation charity. Registered charity no. 1001291 | Limited company registered in England & Wales no. 2552942 Phone: +44 (0) 1986 874422 Email: info@worldlandtrust.org Website: Worldlandtrust.org
Registered office: Blyth House, Bridge Street, Halesworth, IP19 8AB, Suffolk, United Kingdom.

Who We Are



World Land Trust (WLT) is an international conservation charity that protects the world's most biologically significant and threatened habitats and species.

Our mission is to help people across the world protect and restore their land to safeguard biodiversity and the climate. Working through a network of partner organisations around the world, WLT funds the creation of reserves and provides permanent protection for habitats and wildlife. Partnerships are developed with established and highly respected local organisations who engage support and commitment among the local community.

Our Values

At World Land Trust we are committed to inclusion and respect to our employees, those who support us, and those whom we support.

WLT will always approach every situation in a **positive** way to find and communicate solutions, operating and communicating with **honesty**, remaining **focused** on our mission, and working in a **supportive** way with our staff, partners and supporters.

We treat everyone with respect and have particular regard for the 'protected characteristics' under the Equality Act 2010: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

We have a zero-tolerance policy towards discriminatory language or actions that could create a hostile environment and we do not accept behaviour that amounts to harassment, sexual harassment or exclusion of any individual.

**We're happy to talk flexible working,
from day one.**



HEAD OF INFORMATION GOVERNANCE & TECHNOLOGY DELIVERY

Job Description

Salary:	Full-time salary from £60,000 to £65,000pa (subject to experience)
Hours:	Full-time (35 hours per week)
Contract:	Permanent
Proposed Start Date:	As soon as possible
Location:	Halesworth, Suffolk with opportunities for hybrid working
Reporting to:	Chief Operating Officer
Responsible for:	Technology Manager, Data Developer, CRM Manager

All applicants will need to be eligible to work in the UK and will be required to be UK based as a condition of the offer of employment.

Summary

The Head of Information Governance & Technology Delivery will lead the coordinated delivery of the organisation's Information Governance & Technology Strategy and associated roadmap, ensuring that programmes, projects and service improvements are well planned, prioritised, governed and embedded across the organisation.

The postholder will provide leadership across the Information Governance & Technology service, with a primary focus on programme delivery, project oversight, stakeholder engagement, assurance, cyber resilience and risk management. Working through specialist managers and technical leads, the role will ensure that technology, data and systems services are aligned, well governed and effectively delivered.

The role will act as the key link between strategic intent and operational delivery, providing oversight, coordination and assurance across the service, while building strong relationships with senior leaders, colleagues and external partners to ensure change is sequenced effectively and delivers organisational benefit.

Main duties and responsibilities

Service Leadership & Roadmap Delivery

- Lead the delivery of the organisation's agreed Information Governance & Technology Strategy and roadmap.
- Oversee the sequencing, prioritisation and progress of work across the trust and information governance and technology activity.
- Maintain oversight of service performance, delivery milestones, dependencies, risks and issues, ensuring timely action and escalation where required.
- Provide leadership across the service to ensure specialist areas are working cohesively and contributing to shared organisational outcomes.
- Support the future refresh of the strategy by drawing on delivery insight, emerging needs, risk themes and organisational learning
- Actively engage as a member of the Management Team supporting the Executive and wider charity on the delivery of the strategic plan in line with the terms of reference.
- Active engagement in key working groups and committees in line with Terms of Reference.

Programme and Project Management

- Provide oversight of the organisation's key information governance and technology projects, ensuring sound planning, governance, reporting, stakeholder engagement and implementation.
- Maintain programme and project delivery disciplines, including planning, milestone tracking, dependencies, reporting, issue management and benefits realisation.
- Ensure projects and service developments are effectively coordinated across teams and informed by operational needs, capacity and organisational priorities.
- Work with colleagues to embed changes successfully, including communication, training, transition and adoption activity.

Stakeholder engagement and organisational coordination

- Build strong relationships with senior leaders, managers and colleagues to understand priorities and ensure the service is responsive, collaborative and delivery focused.
- Act as a trusted point of contact for stakeholders on service delivery, programme progress, information governance matters and technology-related change.
- Work across governance groups and committees to support prioritisation, assurance and organisational oversight of change activity.

- Foster a service culture that is collaborative, user-focused and committed to continuous improvement.

Assurance, cyber resilience and risk management

- Lead assurance across the Information Governance & Technology service, ensuring appropriate oversight of cyber security, information governance, system control environments and operational risk.
- Maintain an overview of service, project, cyber and information risks, ensuring they are identified, assessed, monitored and escalated appropriately.
- Oversee proportionate arrangements for cyber resilience, security awareness, access control, incident management and business continuity in partnership with internal colleagues and external specialists.
- Ensure appropriate assurance activity is in place, including reviews, audits, action tracking and follow-up on compliance and control improvements.

Line Management

As a line manager, you will play a pivotal role in delivering our commitment to being a good employer by fostering a purpose-driven, inclusive, and high-performing team environment. Your responsibilities will include:

- **People Leadership:** Inspire and guide team members to perform at their best, aligning individual goals with organisational purpose and values.
- **Talent Development:** Support the growth and capability of your team through regular coaching, feedback, and development planning, ensuring access to learning opportunities that build resilience and agility.
- **Inclusive Culture:** Champion diversity and inclusion by creating a safe, respectful, and equitable workplace where all voices are heard and valued.
- **Performance Management:** Set clear expectations, monitor progress, and conduct regular performance reviews to recognise achievements and address challenges constructively.
- **Collaboration and Innovation:** Encourage cross-functional collaboration and a mindset of continuous improvement, enabling your team to contribute to innovative solutions.
- **Wellbeing and Engagement:** Promote employee wellbeing and engagement by maintaining open communication, recognising contributions, and responding to individual needs with empathy and fairness.
- **Operational Excellence:** Ensure effective resource planning, compliance with policies, and delivery of team objectives in line with organisational priorities.

Budgetary Responsibility

Manage a departmental budget, ensuring effective allocation and expenditure of financial resources in line with organisational delegated authority limits. Support the annual budgeting process and maintain an overview of spending,

highlighting any potential overspend in a timely manner and identifying any cost-saving opportunities.

Person Specification

Qualifications

Essential

- Degree-level qualification or equivalent relevant professional experience. (A)
- Evidence of continuing professional development in programme delivery, project management, information governance, technology leadership, cyber assurance, risk management or related areas. (A)

Desirable

- Professional qualification or certification in programme delivery, project management, information governance, technology leadership, cyber assurance, risk management or related areas. (A)

Experience

Essential

- Experience of leading a multi-disciplinary service, function or team (A, I)
- Significant experience of programme delivery, project oversight and implementation of organisational change. (A, I)
- Experience of leading and coordinating delivery through specialist managers or subject matter experts rather than personally delivering all technical work. (A, I)
- Experience of stakeholder engagement at senior manager or head of service level. (A, I)
- Experience of managing organisational, operational or service risk, including escalation and assurance processes. (A)
- Experience of overseeing or contributing to cyber security, information governance or compliance-related activity. (A)
- Experience of reporting to senior leadership, governance groups or committees. (A, I)
- Experience of line management, team development and performance leadership. (A, I)

Desirable

- Experience in a charity, regulated, public sector or similarly values-driven environment. (A)
- Experience of overseeing technology, CRM, data or digital services. (A)
- Experience of supplier or contract management. (A)
- Experience of audit, assurance reviews or compliance monitoring. (A, I)

- Experience of budget management and service planning. (A)

Knowledge and technical skills

Essential

- Strong understanding of programme and project delivery disciplines, including planning, reporting, dependency management, risk and issue management. (A, I)
- Strong understanding of stakeholder engagement and change. (A, I)
- Good understanding of assurance, governance and risk management principles. (A, I)
- Good understanding of cyber risk, information governance and control environments sufficient to provide leadership oversight. (A, I)
- Broad understanding of technology, systems, CRM and data services sufficient to manage specialist leads and make sound service decisions. (A, I)
- Ability to interpret strategic priorities and translate them into practical delivery plans. (A, I)
- Strong analytical, organisational and prioritisation skills. (A, I)
- Excellent written and verbal communication skills, including the ability to communicate complex issues clearly to non-specialist audiences. (A, I)
- Strong leadership and influencing skills with an ability to create an inclusive working environment aligned with organisational values, supporting and coaching team members to perform at their best. (I)

Desirable

- Knowledge of GDPR, records management and information governance frameworks. (A)
- Knowledge of cyber security good practice and assurance approaches. (A)
- Understanding of digital service improvement and systems implementation methods. (A)
- Familiarity with business cases, benefits tracking and service performance frameworks. (A)

Personal attributes / behaviours

Essential

- Strongly organised, delivery-focused and able to maintain oversight across multiple workstreams. (A, I)
- Confident and credible in leading through others and holding people to account constructively. (I)
- Collaborative and pragmatic, with excellent relationship-building skills. (I)
- Solutions-focused and committed to continuous improvement. (A, I)
- High level of integrity and discretion. (A, I)

Desirable

- Motivated by organisational impact and service improvement. (I)
- Interested in developing broader strategic leadership over time. (I)

How to Apply

Please use the link below to log your details and upload both your CV and covering letter by **9am on Monday 16 November 2026**. Note that we reserve the right to close this vacancy early if we receive sufficient applications.

[Applicant link](#)

Your covering letter is an important part of your application. **Please tell us why this role interests you and how your experience has prepared you to lead World Land Trust's technology, data and information governance function.** In your response, please include an example of a significant technology, data, governance or digital change initiative that you have led, outlining your approach, key challenges and outcomes achieved. (1-1.5 sides)

We recognise that AI tools can be helpful for some people, however we encourage you to use your own voice to share examples of your experiences and skills within your application to ensure that your responses reflect what you can bring to the team as the unique individual that you are.

Your covering letter should be addressed to Elizabeth Stone, our Chief Operating Officer. The covering letter should be no more than two pages.

We would like to thank you for your interest in World Land Trust and for your time in applying. If you have any questions not answered in this application pack, please email: jobs@worldlandtrust.org and a member of our People team will get back to you as quickly as possible.

All candidates are asked to confirm if they require permission to work permanently in the UK. Please note that the successful applicant will need to be eligible to work in the UK.

Shortlisted Candidates

We know how frustrating it is to not get an update about your application and therefore we will ensure that we let all applicants know whether they have been shortlisted for interview or not.

Interviews

The first stage interview for shortlisted candidates will be carried out remotely through Teams week commencing 23 November and will be based on a number of questions to better understand your skills and experience and how they might match those that we are looking for from our new role. All applicants will have an opportunity to ask questions of the panel at the end of the interview. The panel for this vacancy will be led by Elizabeth Stone, Chief Operating Officer.

Final interviews for further shortlisted candidates will be held as soon as possible after this date, ideally at our offices in Halesworth, Suffolk, with our CEO, Catherine Barnard, and Elizabeth Stone.

Our Benefits

- **Salary** – salary is £60,000 to £65,000pa, subject to skills and experience fully meeting our requirements.
- **Flexible working opportunities** – we know that our staff value the opportunity to enjoy a healthy work-life balance and so we build flexibility into the way we work, with the majority of our full-time staff working on either a 9-day fortnight or 4-4½ day week compressed hours basis. Our core working days are Tuesday to Thursday with non-working days falling on either Mondays or Fridays.
- **Hybrid working** – we are open to conversations about hybrid working, between your home address and our offices in Suffolk, subject to any specific role requirements and you having a suitable home working space. We're ideally looking for someone to be able to come into the office on a regular basis, ideally once a week on a Tuesday to work with the team, although our minimum expectation is one day per month. We think it's important to have time working face-to-face with colleagues to support collaboration and engagement, although our priority is on finding the best fit for our new team member. Please note that all employees are required to attend face-to-face

quarterly Staff Meetings (at a venue in Suffolk) and our Operations team meets quarterly (face-to-face at our Suffolk offices). There may also be a requirement to attend additional meetings, planning days, or training where we feel it's important to have face-to-face interaction. For hybrid working arrangements, as there is no daily commute, any costs incurred for travel to quarterly Staff Meetings in Suffolk and Operations team meetings or other meetings at our offices, will be at the employee's own expense. Reasonable expenses paid for ad hoc meetings at other locations will be paid in line with our travel policy.

- **Annual leave** – we offer 36 days' annual leave (including Bank Holidays) plus an additional discretionary day each year to volunteer for a charity or community organisation of your choice.
- **Group personal pension scheme** – investing in companies that can demonstrate positive application of Environmental, Social and Governance (ESG) criteria, which ensures that our pension scheme operates in line with our Values. We also offer Pension Salary Exchange as a way of making tax-efficient contributions into your workplace pension. Our pension is 3% employee and 5% employer contributions.
- **Group life assurance** – whilst we hope our staff live long and happy lives, we want to give some peace of mind and this benefit provides a lump sum payment of 4x salary.
- **Occupational sick pay** – we provide enhanced occupational sick pay for staff from day one.
- **Wellbeing** – our staff wellbeing is important to us and so alongside a Wellbeing policy, supported by an Employee Assistance Programme which includes access to counselling and a wellbeing helpline, we have provided opportunities for staff – and managers – to attend inhouse training to support their own wellbeing and those of their teams.
- **Cycle to Work Scheme** – we're currently working with a not-for-profit scheme provider to give our staff the chance to purchase a bike (including e-bike options) through a salary exchange scheme, which means you save the tax and NI that you would pay if you bought the bike directly from your next (after tax) pay giving savings of up to 47%!

- **Inclusion** – we work hard to ensure that we provide a welcoming and supportive environment for all staff where they can be the best they can be; as part of this we share our Inclusion Passport with you shortly after joining. This means we start off with a conversation about what helps you to work best, feel included and be supported, which can encompass neurodiversity, religious practices, menopause, disability, and gender identity and expression. To view our Equality and Diversity statement go to <https://www.worldlandtrust.org/policies/>.
- **Employee voice** – we know that there is always room to improve and so we provide an annual, anonymised, employee engagement survey, using the results to guide our People Plan for the following year. We're proud of our staff participation rate and the effort they make to share their thoughts with us, as well as our consistently high levels of staff engagement.
- **Learning and Development** – we support growth and development within role and this forms part of regular conversations with staff, brought together in our annual Performance and Development Review (PDR) which is reviewed regularly across the year to support staff with prioritisation, workload and wellbeing. Retaining expertise and providing opportunities is something that's important to us and we have seen a number of staff move into new roles within World Land Trust.

Conditions of Employment

To comply with the Immigration Asylum & Nationality Act 2006 and additional amendments, and UK Border Agency (UKBA) requirements, **all applicants will need to be eligible to work in the UK and will be required to be UK based as a condition of the offer of employment.** If we feel your application meets the criteria for this role and we shortlist you for interview, we will ask to see a copy of an appropriate official document as set out in the UKBA guidelines. We are required to carry out a further online check of documents for the successful candidate. Do not send anything now, further information will be sent to you should you be invited to interview.

The successful applicant will be required to provide two referees, one of which should be their current employer or most recent employer, and satisfactory

references are a condition of employment. Details of referees would be requested on acceptance of an offer of employment.

All contracts are subject to a minimum three-month onboarding period.