



Job Description

Job Title:	Reserves Officer (Cambridgeshire)
Location:	The Wildlife Trust for Bedfordshire, Cambridgeshire, and Northamptonshire, Corney's Barn, near Holme, Cambs, PE26 2SU
Accountable to:	Reserves Manager (West Cambs)
Salary:	£19,537 per annum (pro rata)
Hours:	Part-time 22.5 hours per week
Transport:	Reserve team vehicles are available but from time to time you will be required to provide your own car and will be reimbursed for business-related mileage (currently 45p per mile for cars over 1000cc)

Employment subject to:

- Satisfactory references;
- a six-month probationary period;
- evidence of right to work in the UK

About The Wildlife Trust BCN

The Wildlife Trust for Bedfordshire, Cambridgeshire and Northamptonshire is a registered charity (and a company limited by guarantee), whose mission is to:

- conserve local wildlife, by caring for land ourselves and with others;
- inspire others to take action for wildlife; and
- inform people, by offering advice and sharing knowledge.

We are among the largest and most effective of 47 Wildlife Trusts across Britain and we are a major contributor to the nationwide work of the Royal Society of Wildlife Trusts. We currently manage over 100 nature reserves, covering almost 3,945 hectares, and two education centres. Our work also includes the acquisition and application of information about biodiversity. The Trust's turnover in 2017/18 was c £5million and its capital assets more than £20 million, of which over half (£13million) is classified as heritage assets. This Trust was the first to promote the concept of Living Landscapes: large-scale conservation schemes which aim to ensure that wildlife can thrive alongside the human population across an entire landscape. Our conservation activity is increasingly focused on these Living Landscapes, including the first to be established - the Great Fen in Huntingdonshire – as well as the Ouse Valley, the Nene Valley and the North Chilterns Chalk.

The Trust's annual report and accounts are posted on our website:

<http://www.wildlifebcn.org/annualreview>

The work of the Trust is directed by the 2015 -20 five-year vision which can be found at: <http://www.wildlifebcn.org/2020>

To achieve the targets within this plan, the Trust is managed and directed by an Executive Board of four Directors.

The Trust evolved from a group of committed volunteers, and volunteering is still central to its ethos. The working culture of the Trust encourages a professional approach, with a commitment and enthusiasm for nature and its conservation. Mutual respect and teamwork are highly prized among both staff and volunteers. In all its dealings the Trust tries to be fair but firm and in all its activities it aims to be environmentally responsible. Systems, processes and bureaucracy are kept to the necessary minimum for effective performance.

The Chief Executive reports to the Trust's Council of 14 Trustees, who are elected annually from the membership (presently standing at almost 37,000). Council and its two Committees (Conservation, Education & Community; and Resources) meet quarterly. There are 100 staff members, with main offices in Bedford, Great Cambourne, and Northampton, and over 1,000 active volunteers. The Executive Board consists of the Chief Executive and the Directors. Reporting to the Executive Board is a team of senior managers including this role.

Reserves Officer (Cambridgeshire)

Main purpose

The Reserves Officer will report to the Reserves Manager (West Cambs) and will assist with the day-to-day running of reserves in Cambridgeshire, through practical work, assisting/supervising volunteer tasks, management planning, and monitoring. The post holder will work with Reserves team and other staff to deliver agreed management plan objectives in combination with secured funding grants.

Main Objectives
<ul style="list-style-type: none"> Work with reserves staff, key volunteers and wardens in order to deliver practical reserve management across Cambridgeshire nature reserves in accordance with management plans, health and safety policies and procedures and all other statutory obligations.
Key Responsibilities
Reserves Management 80%
<ul style="list-style-type: none"> Plan, co-ordinate and carry out reserve management works in line with the agreed management plans. Tasks will include use of tractor and associated mowing equipment, chainsaws, brushcutters, and application of pesticides to control invasive weeds.
<ul style="list-style-type: none"> To assist with management plan preparation and revision in collaboration of with senior reserves staff and ensure that plans are reported into CMSi.
<ul style="list-style-type: none"> To support Reserves Manager in preparing applications for government grants and other externally funded projects, including assisting with publicity events and associated reporting. as agreed with line managers.
<ul style="list-style-type: none"> Work with the Reserves Manager to organise and supervise contractors working on behalf of the Trust within agreed budgets.
<ul style="list-style-type: none"> Assist with delivery of the monitoring and survey programme for reserves, and where required, undertake monitoring and survey activity directly, including support for condition monitoring and associated conservation management responses.
<ul style="list-style-type: none"> Support senior staff in meeting the Trust's legal obligations e.g. cross-compliance.
Staff and volunteers 10%
<ul style="list-style-type: none"> Work with reserves staff, individual volunteers, volunteer groups and voluntary wardens so that their contributions are maximised including leading volunteer and corporate work parties. Where required organise and mentor Volunteer Officers ensuring that they receive support and appropriate training.
<ul style="list-style-type: none"> Carry out site visits with reserve wardens as required and manage their workloads on a day-to-day basis.
Partnership and stakeholders 2%
<ul style="list-style-type: none"> Build good communications and working relationships with reserve stakeholders e.g. graziers, statutory / regulatory bodies, contractors, partner organisations, neighbours and the local community.
<ul style="list-style-type: none"> Support other conservation staff, and those from other Trust departments, to integrate the work on Trust nature reserves with other cross county strategic programmes such as that for Living Landscapes, education / community and supporter development.
Community engagement 2%
<ul style="list-style-type: none"> Assist with identification of opportunities for local people to become involved in supporting the

management and promotion of Trust nature reserves, including site wardening, volunteer work parties, wildlife surveys, visitor surveys, site interpretation, and event organisation.
<ul style="list-style-type: none"> Contribute to and help to deliver volunteer conservation work parties, talks, guided walks, workshops and training, to support member stewardship and public awareness of the Trust's conservation, ecology and monitoring work, and to aid skills development and knowledge exchange.
Communication and promotion 2%
<ul style="list-style-type: none"> To be involved in production of articles and reports of reserves work for publications such as <i>Natural Selection</i>, <i>Local Wildlife</i> and to assist with other communications activities such as that for the Trust website.
<ul style="list-style-type: none"> Attend external meetings as appropriate, give presentations and help with events such as Wardens conference as required.
<ul style="list-style-type: none"> To help recruit new members and supporters in the course of your day to day activities and where the opportunity arises to assist those with direct recruitment responsibilities.
<ul style="list-style-type: none"> To support all WT staff in developing interpretation materials to the Trust's standards, including on-site information, printed materials, and web-based or modern interactive media materials.
Health and safety 2%
<ul style="list-style-type: none"> Undertake the annual programme of site risk assessments on selected reserves and ensure all work by staff, volunteers and contractors is carried out in a safe manner, and in accordance with Health & Safety policies and legislation.
<ul style="list-style-type: none"> Ensure that reserves are maintained and managed in accordance with H&S policies so that they do not pose undue hazards to staff, volunteers, general public, contractors or animals.
<ul style="list-style-type: none"> Complete maintenance works and records for tools and machinery and be responsible for their safe use. This includes maintaining work place conditions - such as the office, storage facilities and workshops - in a clean and safe condition.
<ul style="list-style-type: none"> Keep tools and machinery inventory up to date and ensure that tools and PPE are replaced when necessary.
<ul style="list-style-type: none"> Where delegated take responsibility for vehicle checks and servicing in agreement with the Reserves Manager.
Other duties 2%
<ul style="list-style-type: none"> Contribute to general office working and any other duties as directed by line managers.
<ul style="list-style-type: none"> Undertake training as the need arises.
<ul style="list-style-type: none"> Go about duties in a resource-efficient way and minimise impacts to the environment.
<ul style="list-style-type: none"> Actively follow Trust policies including Equal Opportunities policies
<ul style="list-style-type: none"> Maintain an awareness and observation of Fire, and other Health & Safety Regulations.
<ul style="list-style-type: none"> To present a positive and welcoming image of the Trust to everyone.

Notes:

- As duties and responsibilities change, this job description will be reviewed and amended in consultation with the post-holder.
- This job description cannot cover every issue or task that may arise within the post at various times. Therefore the post-holder will be expected to carry out any other duties as are within the scope, spirit, and purpose of the job as requested by the Line Manager, Head of Department, or Director.
- This job description does not form part of the contract of employment.

Reserves Officer (Cambridgeshire) – Person Specification

E= Essential; D=Desirable

Requirements		
Experience and Qualifications	To hold a degree, vocational or equivalent qualification or experience in a relevant discipline	E
	Hold a current driving licence and be able to use own vehicle for work purposes on occasion	E
	Solid experience in practical management of nature reserves or similar green spaces	E
	Practical reserve management qualifications i.e. chainsaw (basic cross cut and felling) and tractor driving.	E
	Practical reserve management qualifications, i.e.chainsaw (medium trees) brush cutter, ATV, pesticides and qualified to tow a trailer; or willing to be trained	D
	Good experience of working with volunteers and community groups from a range of areas	E
	Possession of a current First Aid Certificate	D
Knowledge	A sound understanding of the principles of ecology and the practices of nature conservation	E
	A good general knowledge of British natural history, preferably with a particular expertise in at least one field	E
	A sound understanding of health and safety issues as they relate to working on sites, livestock, site visits and lone working	E
	A sound understanding of the principles of engaging with and involving children, young people & adults in nature conservation projects	D
Skills	Computer literate, especially in Microsoft Office packages or equivalent	E
	Experience of Countryside Management System and experience of GIS systems (the Trust currently uses Mapinfo)	D
	Evidence of good interpersonal, engagement, and communication skills: ability to influence a range of stakeholders at all levels including volunteers, members, and external organisations.	E
	Demonstrable ability to meet deadlines and objectives without last minute crises; adjust plans when workload and priorities change or difficulties occur and suggest options if deadlines cannot be met	E
	Evidence of sound ability to motivate volunteers from a wide range of backgrounds.	D
	Demonstrable ability to understand and apply policies and procedures relevant to the job (e.g. legislation, procurement, finance, Health, Safety and Environment and sustainable management practices)	D
Behaviours	Demonstrable evidence of openness to change, flexibility and a willingness to learn new ways of doing things	E
	Demonstrable experience of identifying, understanding and giving priority to delivering the needs of the customer and taking responsibility for providing a service that meets customers' needs.	E
	Demonstrable ability to work flexibly within a team environment and to work across functions to deliver successful outcomes, and in contributing to environments that demonstrate equality, foster trust, respect, and challenge.	E

	Willingness to share ideas, experience, and knowledge with colleagues and others	E
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Terms and conditions: summary for candidates

The following terms and conditions are typically offered to The Wildlife Trust BCN staff on fixed-term or permanent contracts, and are set out here for your information only. Terms and conditions may vary according to circumstances and this summary does not form part of any subsequent employment contract.

- Probationary period:** Six months with a review at three months. During the probation period the contract may be terminated with one week's notice.

- Annual leave:** 25 days annual leave and 8 bank holidays per annum (pro rata for part time staff and those working less than a year). For those staff whose normal working days fall on the days of the week that fall between 25th December and 1st January (i.e. the three non-public holiday days) when the Trust offices are closed, three additional days of paid leave are granted. These are non-pro rata and must be taken between 25th December and 1st January.

- Pension:** Contributory pension. The Trust contributes 5% salary. The employee will be automatically enrolled after 3 months.

- Other Information:** Availability to attend occasional weekend and evening meetings or events may be required, for which time off in lieu can be taken.

- Equality and Diversity** We value diversity and welcome applications from all sections of the community.