



Job Description

Job Title:	Conservation Officer (Bedfordshire)
Location:	The Wildlife Trust for Bedfordshire, Cambridgeshire and Northamptonshire, Priory Country Park, Barkers Lane, Bedford, MK41 9DJ.
Accountable to:	Living Landscape Manager (Bedfordshire)
Salary:	£23,862.50 per annum
Hours:	37.5 per week
Transport:	You will be required to provide your own car, but will be reimbursed for business-related mileage (currently 45p per mile for cars over 1000cc)

Employment subject to:

- 6 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 2015/16 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.

Wider Countryside Team

The Wider Countryside team takes the lead with the Trust's advisory and advocacy work. They are in the fore front of delivery of our priority Living Landscape schemes, responsible for providing nature conservation advice to landowners, public bodies and individual members of the public, undertaking surveys, working with local communities on local conservation projects and supporting the high quality management of our nature reserves.

Conservation Officer (Bedfordshire)

Main Purpose

The Conservation Officer takes a leading role within the Wider Countryside Team in delivering advocacy and advisory work, particularly in relation to the Trust's Wildlife Site objectives and in support of Wildlife Trust Living Landscape schemes, including delivery of specific wider countryside conservation projects.

Main Objectives
<ul style="list-style-type: none"> To work with the Conservation Manager and Living Landscape Manager to implement the Wildlife Trust's five year plan objectives plan as it relates to the wider countryside in Bedfordshire through advocacy and advisory work.
Key Responsibilities
Conservation delivery
<ul style="list-style-type: none"> Coordinate and deliver survey, monitoring and advisory work on Wildlife Sites and whole farms, in particular in relation to Living Landscape areas with the support of the Wider Countryside team. Work with local communities to implement conservation projects on Wildlife Sites and other wildlife-rich local greenspaces, particularly those that contribute to WT Living Landscape areas. To maintain and update (as necessary) the Wildlife Sites database, including outcome of landowner contacts and site management advice, and site condition. Develop and run biodiversity conservation projects in Bedfordshire. To support the Living Landscape Manager in developing and delivering Living Landscape scheme project work and visions. Assist with applying for funds to carry out Wildlife Sites and species project work and subsequent project management. Work with other wider countryside staff on specific practical conservation management tasks. Work with reserve staff on specific projects that relate to reserves, as resources allow, particularly those that contribute to WT Living Landscape areas and meet Wildlife Trust

priorities.
<ul style="list-style-type: none"> To work with the Living Landscape Manager to ensure the importance of Wildlife Sites is properly considered as part of the planning process and that Wildlife Sites are given appropriate local protection.
Partnerships
<ul style="list-style-type: none"> To work with the Living Landscape Manager to build and manage partnerships with other conservation organisations and landowners to deliver Wildlife Trust wider countryside objectives, particularly as they relate to Living Landscape areas.
<ul style="list-style-type: none"> To manage the Local Sites Partnership and participate in the CWS Panel, involving key partner organisations.
<ul style="list-style-type: none"> Work with the Living Landscape Manager, and staff from other Trust departments, to integrate the Trusts wider countryside activity across county strategic programmes such as research / monitoring, education / community and supporter development.
Nature conservation advice
<ul style="list-style-type: none"> Deliver advisory work on Wildlife Sites and whole farms, in particular in relation to Living Landscape areas with the support of the Wider Countryside team.
<ul style="list-style-type: none"> Provide advice to the Local Authorities, Parish Councils and other local community groups on the management of County Wildlife Sites, Protected Road Verges and other wildlife rich local greenspaces.
<ul style="list-style-type: none"> To develop opportunities for seed harvesting to provide locally native seed source for use in habitat restoration projects.
Habitat and species surveys
<ul style="list-style-type: none"> Coordinate the annual programme of Wildlife Sites surveys and monitoring and undertake surveys as appropriate.
<ul style="list-style-type: none"> Manage other habitat and species surveys that meet Wildlife Trust priorities, as appropriate.
Health and Safety
<ul style="list-style-type: none"> Fulfil all relevant Health and Safety requirements.
Promotion of nature conservation and the Wildlife Trust
<ul style="list-style-type: none"> Working with the communications team to maintain an overview for the relevant online content in relation to the Trust's wider countryside activity to ensure information is up to date and remains engaging.
<ul style="list-style-type: none"> Promote the Wildlife Trust's wider countryside work to a wider audience through the local media, attendance at local events, through walks, talks and training events and by producing promotional materials;
<ul style="list-style-type: none"> To help recruit new members and supporters in the course of your day to day activities and by assisting those with direct recruitment responsibilities.
<ul style="list-style-type: none"> To present a positive and welcoming image of the Trust to everyone.
Community engagement
<ul style="list-style-type: none"> To work with the Education and Community teams to help engage and inform the wider public and Trust members in the Trust's wider countryside work.
Staff and volunteers
<ul style="list-style-type: none"> To support wider countryside volunteers and Volunteer Officer placements
Finances and funding
<ul style="list-style-type: none"> To support the Living Landscape Manager in the effective administration of the Wider Countryside Team budget in relation to Wildlife Sites and associated projects including relevant reporting.
Health and safety
<ul style="list-style-type: none"> Work with due regard to the health and safety of yourself and others, according to the Trust's Health and Safety Policies including appropriate specialist training such as CDM

Other duties
<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 wherever possible.

Notes:

1. As duties and responsibilities change, this job description will be reviewed and amended in consultation with the post-holder.
2. 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.
3. This job description does not form part of the contract of employment.

Conservation Officer (Bedfordshire) – 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
	A good level of experience in the practical management of nature reserves or similar green spaces	D
	A good level of experience of working with landowners and providing conservation management advice	E
	A good level of experience in developing and managing conservation projects	D
	A good level of experience of biological recording, GIS, digital mapping and GPS use for surveys, (e.g. use of Mapinfo).	D
	A good level of experience of habitat and vegetation surveys	D
	Possession of a current first aid certificate	D
Knowledge		
	A good understanding of the principles of ecology and the practices of nature conservation, especially as it relates to habitat management	E
	A good general knowledge of British natural history, preferably with a particular expertise in, at least, one field	D
	A sound understanding of the health and safety issues as they relate to working on sites, livestock, site visits and lone working	E
	A good understanding of the role of local government, the planning system, and government agencies in nature conservation	D
Skills and Abilities		
	Good interpersonal and communication skills: ability to engage a range of stakeholders at all levels, volunteers, members, and external organisations.	E
	A good level of understanding of Windows/Microsoft Office-based computing skills, including word, Excel, email etc. and experience of using GIS / GPS	D
	Efficient administrative and organisational ability	E
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

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:** Occasional weekend and evening working 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.