



Job Description

Job Title:	Senior Reserves Manager - Northamptonshire
Location:	The Wildlife Trust for Bedfordshire, Cambridgeshire, and Northamptonshire, Lings House, Billing Lings, Northampton. NN3 8BE
Accountable to:	Conservation Manager (Bedfordshire and Northamptonshire)
Salary:	£32,099 per annum
Hours:	37.5 per week
Transport:	Reserve team vehicles are available but quite often you will be required to provide your own transport between sites.

Employment subject to:

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

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.

Senior Reserves Manager

Main purpose

The Senior Reserves Manager will manage the team of Reserves Managers, Reserves Officers and volunteers to deliver Wildlife Trust priorities as they relate to the management of our nature reserves. The post-holder is responsible for overseeing the Trust's compliance in Northamptonshire with relevant Health and Safety legislation, cross-compliance regulations, grant requirements and protected sites and species legislation as they apply to our nature reserves.

The reserves team is responsible for undertaking the day-to-day planning and implementation of management work to conserve the habitats and species for which our nature reserves were established and to allow visitors to safely visit and enjoy our nature reserves. Nature reserve management is supported by an extensive network of volunteers.

The Trust estate in Northamptonshire includes 40 nature reserves covering more than 1000 hectares. The Trust manages three major sections of the upper Nene Valley Gravel Pits Special Protection Area plus a range of Sites of Special Scientific Interest including ancient woodlands in the Rockingham Forest and a wide variety of grassland habitats. To help with the management of the latter the Trust maintains a substantial flock of rare breed sheep and a developing herd of highland cattle.

The Trust has recently opened its first visitor centre at Rushden lakes, adjacent to its 270 ha. Nene wetlands reserve, in the heart of the Nene Valley Living Landscape, and is working, both here and at a new nature reserve and stock management facility at Lilbourne Meadows, to develop major new partnerships.

<p>Main Objectives</p> <ul style="list-style-type: none"> • To take the day-to-day lead in the management and development of the Wildlife Trust's nature reserves in accordance with the Trust development plan and policies and all statutory obligations. • To help deliver the Trust's full nature conservation potential in Northamptonshire as it relates to the Trust's own nature reserves, and to habitat management elsewhere..
<p>Key Responsibilities</p>
<p>Line Management</p> <ul style="list-style-type: none"> • 2 Senior Reserves Officers • Livestock Manager • Senior Ranger – Nene Wetlands • Lilbourne Meadows Manager
<p>Reserves Management</p> <ul style="list-style-type: none"> • Effectively lead and motivate the reserves team, so that all team members' contributions are maximised and specifically to line manage the staff for which the post-holder has direct responsibility • Work with Cambs and Beds Senior Reserves Managers and Reserves Managers to create and achieve a regular and effective reporting structure for planning and delivery of practical conservation and wider development plan objectives. • Work with the Conservation Manager – Beds & Northants, and other senior staff to take the day-to-day lead in delivering the Trust's five-year plan in Northants as it relates to the management and development of the Trusts high quality network of nature reserves, including identifying potential new reserves, reserve extensions and linkages. • Working with the Reserve team to co-ordinate an active programme of nature reserve management plan preparation, revision and reporting. Oversee, advise on and proof the production of management plans by reserves staff, and ensure that plans are input into CMSi and reported against. • Work with the Ecological Monitoring and Research Team, and Reserves and other conservation staff as appropriate, to ensure delivery of a co-ordinated programme of monitoring and survey work on nature reserves in accordance with agreed management plans. • Work with other Senior Reserves Managers, Reserve Managers, Conservation Managers and other staff on developing Trust-wide nature reserve strategies, policies and procedures. • Work with Conservation Managers and Reserves Managers to oversee, review and resolve issues regarding ongoing land tenure, disputes and complex issues regarding site or site neighbour issues or activities affecting sites. • Oversee and co-ordinate the application for consents and other legal matters relating to nature reserves in Northants such as cross-compliance and those arising from the Trust's Land Terrier. • Prepare regular reports on reserves activity for Trustee Committee meetings. • Support the Reserve team by providing advice on and managing contracts for ground works on new greenspace agreements and other major projects.

<p>Finance & Funding</p> <ul style="list-style-type: none"> • Prepare, maintain and update budgets for all nature reserves activities and associated projects in Northants and to work with other Senior Reserves Managers and Conservation Managers to ensure effective and efficient use of resources across the three counties. • Work with senior conservation and fundraising staff to define reserve funding needs in accordance with the Trust's five-year plan, to help build applications, appeals, corporate partnerships and to actively contribute to fundraising events • Work with other senior staff to ensure that relevant income is appropriately applied for from conservation grants e.g. WGS/WIG/ELS/HLS, and ensure that all claims / reports are prepared on time and the necessary work delivered.
<p>Partnership and stakeholders</p> <ul style="list-style-type: none"> • Work with other senior 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. • Work with the Conservation Manager to establish and maintain effective working relationships with appropriate staff in local authorities, government agencies, companies and private land-owners within Northants.
<p>Staff and volunteers</p> <ul style="list-style-type: none"> • To manage the staff for which the post-holder has direct responsibility • To stimulate and support engagement with all those volunteers who give practical support to nature reserve management and other aspects for the Trust work • Undertake long-term strategic planning of resources, staffing and training to ensure an effective and professional reserves team. • To play an active role as a member of the Trust Leadership Team and to attend / lead other operational / strategic meetings and projects as required.
<p>Community engagement</p> <ul style="list-style-type: none"> • To work with the Head of Communities and Wildlife to help plan and co-ordinate a programme of people engagement and learning events across our nature reserves, and to support our reserves staff in developing their people engagement skills to ensure our reserves are welcoming places for the public to visit.
<p>Communication and promotion</p> <ul style="list-style-type: none"> • To be involved in production of articles and reports of reserves work for Natural Selection, Local Wildlife, and the Trust website etc. and work with the communications team to ensure all reserves meet the Trust's signage and interpretation standards • Working with the communications team to maintain an overview for the online content in relation to the Trust's nature reserves and nature reserves activity in Northants, working with reserves staff to ensure information is up to date and remains engaging. • Represent the Trust through attendance at events, appearing in the press, on radio and local television. • To help recruit new members and supporters in the course of your day to day activities and by assisting those with direct recruitment responsibilities. • To present a positive and welcoming image of the Trust to everyone.
<p>Health and safety</p> <ul style="list-style-type: none"> • Assist in reviewing, improving and building on the Trust's H&S policies and practices • Be a committed and active member of the Trust's Health and Safety Committee, work with other senior staff to keep under review and continuously improve Trust Health & Safety policy

and practice, and ensure that all relevant Health & Safety policies and practices are adhered to by the reserves team.

- Produce risk assessments and any additional H&S requirements as required.

Other duties

- Contribute to general Trust working and any other duties as directed by line manager.
- Undertake training as the need arises.
- Go about duties in a resource-efficient way and minimise impacts to the environment.
- Actively follow Trust policies including Equal Opportunities policies.
- Maintain an awareness and observation of Fire and Health & Safety Regulations.
- To present a positive and welcoming image of the Trust to everyone.

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.

Senior Reserves Manager Northamptonshire – 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
	Significant experience as a conservation or reserves officer or equivalent	D
	Significant experience of managing staff and volunteers from a range of backgrounds.	E
	Experience of budget management, financial monitoring and reporting	E
	Practical reserve management qualifications e.g. chainsaw, brush cutter, Tractor, ATV, pesticides	D
	Possession of a current First Aid Certificate	D
	Significant experience of planning and implementing access improvements in the countryside	D
	Substantial experience of working with volunteers and community groups	D
Knowledge	Understanding of principles of ecology and the practice of nature conservation, especially as it relates to habitat management, restoration and creation.	E
	Understanding of how objectives, factors and attributes relate to features in management plans	E
	Keen interest in and commitment to wildlife and environmental issues	E
	A good general knowledge of British natural history with a particular expertise in at least one field	D
	Solid experience in the practical application of Health & Safety legislation to conservation work	E
Skills and Abilities	Proven ability to build partnerships	D
	Computer literate, including skills with Microsoft applications including Excel and Word.	E
	Experience of CMS and MapInfo computer applications	D
	Excellent administrative and organisational ability, able to balance and prioritise own and team workload inclusive of managing competing priorities.	E
	Demonstrated ability to consistently deliver programs and projects to time, cost, and high quality standards	D
	Proven ability to manage departmental budgets	E
	Excellent oral and written communication skills and the ability to engage a variety of audiences.	E
	Evidence of ability to produce concise and persuasive written reports, identifying the key issues, examining options and proposing a way ahead	D

	Highly developed interpersonal, influencing and communication skills, including the ability to influence and motivate a wide range of stakeholders including staff at all levels, and volunteers.	E
Behaviours	Demonstrable experience of creating a climate that delivers successful outcomes through people, developing and challenging teams to succeed and take pride in delivering professional services, programmes, and solutions.	E
	Ability to enable teams to work together and across functions to deliver successful outcomes that exceed the needs and expectations of customers, and in creating environments that demonstrate equality, foster trust, respect and challenge.	E
	Demonstrable experience of creating environments that identify, understand and give priority to delivering the needs of the customer, and in motivating and inspiring teams to provide the highest standards of performance.	D
	Demonstrable ability to foster a learning culture where you and your staff are committed to continuous improvement and development	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.