

**Job Description**

**Job Title:** Reserves Officer (Great Fen)

**Location:** The Wildlife Trust for Bedfordshire, Cambridgeshire, and Northamptonshire, Corney’s Barn, Holme, Cambridgeshire

**Accountable to:** Great Fen Restoration Manager

**Salary:** £20,512 to £22,000

**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 46 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 2018/19 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 for the period 2020 -25 is outlined in “Our Wildlife Trust: The next five years” which can be found at[: https://www.wildlifebcn.org/next-five-years.](https://www.wildlifebcn.org/next-five-years)

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

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 15 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.

**Living Landscapes**

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**The Great Fen**

The Great Fen is a visionary, nationally significant initiative to restore 3,000 hectares of fenland linking two existing National Nature Reserves, Woodwalton Fen and Holme Fen, thus creating a Living Landscape for people and wildlife.

Led by the Wildlife Trust for Bedfordshire, Cambridgeshire, Northamptonshire and involving four other key project partners, Environment Agency, Huntingdonshire District Council, The Middle Level Commissioners and Natural England, the project aims to deliver environmental, social, and economic benefits.

Please visit [www.greatfen.org](http://www.greatfen.org) for further information.

The Great Fen team is made up of a multidisciplinary group of staff covering practical conservation and restoration, monitoring and research, education and community engagement.

The Great Fen Restoration Team are responsible for delivering the conservation and restoration objectives of the Great Fen, including its long-term management. Part of the work of this team is to understand the development of new and restored habitats in order to inform future ecological management.

**Reserves Officer (Great Fen)**

**Main purpose**

The Reserves Officer will report to the Restoration Manager and will assist delivering the conservation and restoration objectives of the Great Fen, including its long-term management, through practical work, volunteer tasks, management planning and monitoring.

The post holder will work with Restoration Manager and other staff to support the wider aims of the Great Fen and cross team working across our nature reserve network in Cambridgeshire.

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| **Main Objectives** |
| To assist the Restoration Manager, working alongside other reserves staff, key volunteers and warden/rangers in the restoration of land including its ongoing conservation management with the Great Fen, in accordance with restoration and management plans and H&S guidelines. Including:   * Supervising contracts and capital works including ditch reprofiling, water control structure installation, service connections, fencing and signs. * Implementing grazing via management of external graziers and livestock owned within the project partnership Inc. stock checking/electric fencing. Coordinating with graziers. * General estate and habitat management including checking restoration progress e.g. weed burden and instructing contractors, tools maintenance, tree assessments, thinning/felling works, installing and maintaining access paths etc. |
| **Key Responsibilities** |
| **Reserves Management** |
| * To carry out reserve management works with agreed restoration and management plans and report on progress at appropriate intervals |
| * To undertake management plan preparation, revision and reporting with the support of senior reserves staff and ensure that plans are input into CMSi and reported against |
| * Work closely with the Monitoring and Research Officer to maximise land restoration with minimum impact on protected and notable species. Assist in survey works. Maintain accurate and organised records and information. |
| * To support in preparing applications for government grants and other externally funded projects, including assisting with publicity events and reporting including that for conservation grants such as WGS/WIG/ELS/HLS, as agreed with the senior reserves staff. |
| * Where necessary organise and supervise contractors working on behalf of the Trust with supervision of the Restoration Manager within agreed budgets. |
| * Ensure restoration work is undertaken consistently with policies, delegated authority and other procedures |
| * Assist with development 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. |
| * Support the Restoration Manager in meeting the Trust’s legal obligations such as cross-compliance and any other legal matters that may arise in relation to the Trust’s Land Terrier. |
| * To work closely with the wider Cambridgeshire Reserves Team promoting cross team working and the integration of the Great Fen as part of the wider Cambridgeshire nature reserve network. |
| * 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. |
| **Staff and Volunteers** |
| * Work with individual volunteers, volunteer groups and voluntary wardens so that their contributions are maximised and where required organise and mentor Volunteer Officers ensuring that they receive support and appropriate training. To include leading volunteer and corporate work parties. |
| * Carry out site visits with reserve wardens / rangers as required. |
| **Partnership and Stakeholders** |
| * Build good communications and working relationships with Great Fen stakeholders e.g. graziers, statutory / regulatory bodies, contractors, partner organisations, neighbours and the local community. |
| * To assist senior reserves staff to integrate the work on Trust nature reserves with other Trust initiatives including Living Landscapes, education & community and supporter development. |
| * Attend external meetings as appropriate, give presentations and help with events such as Wardens conference as required. |
| **Community Engagement** |
| * Contribute to and help to deliver talks, workshops, training, to support member stewardship and public awareness; to aid skills development and knowledge exchange to a wide audience both internally and externally. |
| * To work with the teams providing public and member engagement opportunities to help engage and inform the wider public and Trust members in the Trust’s practical conservation, ecology and monitoring work. |
| **Communication and Promotion** |
| * To support senior reserves staff in working with other WT staff to produce detailed interpretation materials nature reserves in Bedfordshire following the Trust’s interpretation and signage standards, including on-site information, printed materials, and web-based or modern interactive media materials. |
| * To be involved in production of articles and reports of reserves work for publications such as Natural Selection, Local Wildlife and to assist with other communications activities such as that for the Trust website. |
| * To help recruit new members and supporters in the course of your day to day activities and by assisting those with direct recruitment responsibilities. |
| * Seek to have positive interaction with people on nature reserves and gain support for Trust where possible. |
| **Finances and Funding** |
| * To support the development of funding bids and opportunities for income generation as appropriate to the role |
| **Health and safety** |
| * Carry out 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. |
| * 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, contactors or animals. |
| * Produce risk assessments and any additional H&S requirements as required. |
| **Other duties** |
| * Contribute to general office working and any other duties as directed by line managers. |
| * Undertake training as the need arises. |
| * Go about duties in a resource-efficient way and minimise impacts to the environment. |

**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 does not constitute a ‘term and condition of employment’. It is provided only as a guide to assist the employee in the performance of their job. The job description is not intended to be an inflexible or infinite list of tasks and may be varied from time to time after consultation / discussion with the post holder.

3. This job description does not form part of the contract of employment.

Member recruitment provides the Trust with our largest source of regular income. Members are essential for us to deliver our vision to protect and preserve our wild spaces so that wildlife can thrive and we all have wild spaces to enjoy. Although we have a great recruitment team…we need you! Everyone working at the Trust can help. You may be the first person from the Wildlife Trust that a potential supporter speaks to.  Every member of staff should take pride in the work we do and be our voice, promoting the importance of being a member of our Trust and recruiting new members wherever they can.

**Reserves Officer (Great Fen) - Job Holder Profile**

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| ***Competencies*** |  |  |  |
| ***Experience and Qualifications*** | 1 | To hold a degree, vocational or equivalent qualification or experience in a relevant discipline | E |
|  | 2 | Hold a current driving licence and be able to use own vehicle for work purposes on occasion | E |
|  | 3 | Experience in practical management of nature reserves or similar green spaces | E |
|  | 4 | Experience of conservation through grazing management and stock handling | D |
|  | 5 | Experience of working in nature conservation on habitat management/management plans, including contract management | D |
|  | 6 | Experience of managing or restoring wetland and/or peatland habitats | D |
|  | 7 | Practical reserve management qualifications e.g. chainsaw, brush cutter, Tractor, ATV, pesticides | E |
|  | 8 | Qualified to tow a trailer or willing to be trained | E |
|  | 9 | Possession of a current First Aid Certificate | E |
| ***Knowledge*** | 10 | Understand the principles of ecology and the practices of nature conservation | E |
|  | 11 | A good general knowledge of British natural history, preferably with a particular expertise in at least one field | D |
|  | 12 | Understand the health and safety issues as they relate to working on sites, livestock, site visits and lone working | E |
|  | 13 | Understands and responds to Health and Safety needs. | E |
| ***Skills*** | 14 | Computer literate, preferably with experience of CMS and experience of Mapinfo | D |
|  | 15 | Ability to motivate volunteers from a wide range of backgrounds. | E |

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| ***Work with other people*** | 16 | Seek to build good working relationships | E |
|  | 17 | Show commitment to the Wildlife Trust values | E |
|  | 18 | Be approachable, open, polite and helpful to others | E |
|  | 17 | Show flexibility within the team | E |
|  | 18 | Recognise when help is needed and willingly offer support to colleagues | D |

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| ***Communicate*** | 19 | Ensure that the right person gets the right information at the right time | D | |
|  | 20 | Share own ideas, experience and knowledge with colleagues and others through contributing in meetings etc. | E | |
|  | 21 | Present fact and information in a clear and concise way taking into account intended audience | E | |
|  | 22 | Be an effective representative of the team/Trust | E | |
| ***Deliver Results*** | 23 | Prioritise and organise own time and resources effectively day to day | | E | |
|  | 24 | Meet deadlines and objectives without last minute crises | | E | |
|  | 25 | Adjust plans when workload and priorities change or difficulties occur and suggest options if deadlines cannot be met | | E | |
|  | 26 | Work without prompting and progress tasks using initiative | | D | |
|  | 27 | Understand and apply current Trust procedures relevant to the job (e.g. legislation, procurement, finance, Health, Safety and Environment and sustainable management practices) | | E | |
|  | 28 | Show drive; not become easily distracted or put off by minor problems or setbacks | | E | |
|  | 29 | Be aware of the impact of own activities on others | | E | |
|  | 30 | General flexibility in working hours | | D | |

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| ***Learn and Apply*** | 31 | Be open to change and show a willingness to learn new ways of doing things and new areas of knowledge | D |
|  | 32 | Take responsibility for own work, admitting to and learning from experience and mistakes | E |
|  | 33 | Know when to involve others and consult colleagues about problems at an early stage | E |
|  | 34 | Keep knowledge and skill for the job up to date | E |
|  | 35 | Look ahead to identify potential problems. | D |

**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’re wild about inclusion and want our staff to be as diverse as

Wildlife. As an inclusive employer we recognise that our workforce

needs to better reflect the communities in which we live and work.

We actively encourage applications from people of all backgrounds, identities and cultures.  We believe that a diverse workforce will help us create our vision of ‘people close to nature, with land and seas rich in wildlife.”

As a Conservation Charity, the Trust is committed to the ethical and sustainable sourcing of all materials used by our charity, and to ensuring we support any initiatives which improve sustainability for the benefit of us all. We are also fully committed to significantly reducing our carbon emissions. We would like to be sure that all of our colleagues and team members are equally committed in their support of these values, and practice the highest standards both at work and at home.