



## **Job Description**

- Job Title:** Reserves Officer (Bedfordshire Chalk)
- Location:** The Wildlife Trust for Bedfordshire, Cambridgeshire, and Northamptonshire, Unit 2, St Johns Barn, Griffin Farm, Conger Lane, Toddington, Bedfordshire, LU5 6BT
- Accountable to:** Senior Reserves Manager (Bedfordshire)
- Salary:** £20512.20 per annum
- Hours:** 37.5 hours per week  
Weekend and evening working will be required, for which time off in lieu will be given.
- 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

### **Reserves Team**

Based in Bedford, with a small subsidiary office in the south west of Bedfordshire at Toddington, the reserves team comprises of a Senior Reserve manager, two Senior Reserves Officers and 2 reserves officers (including this post). Also based in the Bedford office is the conservation manager, the wider countryside team and the local biodiversity recording and monitoring centre, which is hosted by the Trust. Reserve management is assisted by voluntary reserve wardens and a midweek volunteer team.

Nature reserves in Bedfordshire are predominantly grasslands, and the team work with a variety of different graziers. The Trust owns and manages its own flock of 200+ rare breed sheep, which graze a number of chalk downland sites. The Trust has run a succession of reserves ecology investigations that have been able to feed detailed management advice to the reserve team.

### **Reserves Officer**

#### **Main Purpose**

The Reserves Officer will report to the Senior Reserves Manager and will have a key role in the management of habitats in Bedfordshire, in particular Blow's Downs and sites owned by Luton Borough Council, both part of the North Chilterns Chalk Living Landscape. The North Chilterns Chalk living landscape is a key focus for our living landscape work in Bedfordshire. The role complements funded work in the North Chilterns Chalk area, in particular two HLF projects and will work closely with those working on these projects.

<b>Main Objectives</b>
<ul style="list-style-type: none"> <li>To deliver the Trust's full potential as a force for wildlife conservation in the county, as it relates to the Trust's own reserves, and to habitat management elsewhere, with particular involvement in the chalk grassland reserves in the south of the county. This will involve working with Bedfordshire reserves staff, key volunteers and wardens to deliver management in accordance with management plans and H&amp;S guidelines.</li> </ul>
<b>Key Responsibilities</b>
<b>Reserve management</b>
<ul style="list-style-type: none"> <li>Work with reserves staff and wardens in order to deliver comprehensive reserve management across Bedfordshire's nature reserves in the North Chilterns Chalk living landscape, in particular Blow's Downs, Galley and Warden Hills, Bradgers Hill and Stopsley Common. Expand the current work on the following Luton Borough sites: Dallow Downs and Winsdon Hill, Great Bramingham Park, and Castle Croft.</li> </ul>
<ul style="list-style-type: none"> <li>Carry out wardening and habitat monitoring on the sites the post holder is responsible for.</li> </ul>
<ul style="list-style-type: none"> <li>Work with reserves staff, volunteers and voluntary wardens, so that their contributions are maximised.</li> </ul>
<ul style="list-style-type: none"> <li>To undertake management plan production and reporting and ensure that all work is input into CMSi and reported against.</li> </ul>
<ul style="list-style-type: none"> <li>Assist with completion of the monitoring and survey programme for the nature reserves the post holder has responsibility for.</li> </ul>
<ul style="list-style-type: none"> <li>Complete site-specific funded projects, including assisting with publicity events and reporting for claims / reports are prepared on time and that associated contractors correctly managed.</li> </ul>
<ul style="list-style-type: none"> <li>To assist the Senior Reserves Manager (Bedfordshire) and senior staff in the application for, and compliance with, Government grants, legal and other agreements including consultation with statutory bodies and local authorities.</li> </ul>
<ul style="list-style-type: none"> <li>Work with the Livestock Officer to assist with the daily management of the Wildlife Trust's livestock. Where required build good communications and working relationships with graziers to ensure grazing outcomes are met including preparing grazing licences in agreement with line manager.</li> </ul>
<ul style="list-style-type: none"> <li>Work closely with the graziers of Luton Borough sites to achieve conservation outcomes and produce a feasibility study to introduce cattle grazing across Luton Borough sites</li> </ul>
<ul style="list-style-type: none"> <li>Organise and supervise contractors working on behalf of the Trust, including production of contractor paperwork as required.</li> </ul>
<ul style="list-style-type: none"> <li>With other members of the reserve team, be part of a rota to cover issues, particularly livestock-related, at weekends.</li> </ul>
<b>Staff and volunteers</b>
<ul style="list-style-type: none"> <li>Lead volunteer work parties to deliver practical reserve management.</li> </ul>
<ul style="list-style-type: none"> <li>Carry out community engagement with the aim of growing supporters and volunteers on the sites in question.</li> </ul>
<ul style="list-style-type: none"> <li>Carry out site visits with reserve wardens as required.</li> </ul>
<ul style="list-style-type: none"> <li>Assist with the management and co-ordination of Volunteer Reserve Officers</li> </ul>
<ul style="list-style-type: none"> <li>Assist with the identification of opportunities for local people to become involved in supporting the management and promotion of Trust nature reserves, through volunteer work parties, wildlife surveys, visitor surveys, site interpretation and event organisation.</li> </ul>

<ul style="list-style-type: none"> <li>• Manage the walking wardens for the reserves the post holder has responsibility for.</li> </ul>
<b>Partnership and stakeholders</b>
<ul style="list-style-type: none"> <li>• Work with Wildlife Trust BCN Local Groups and Reserve Wardens to maintain good relationships and to deliver conservation objectives for Reserves.</li> </ul>
<ul style="list-style-type: none"> <li>• Liaise with external stakeholders such as Natural England and any relevant local partnerships.</li> </ul>
<ul style="list-style-type: none"> <li>• With the Senior Reserve Manager, liaise with the Guided Busway Advisory Group, organising regular reports and meetings as required.</li> </ul>
<b>Community engagement</b>
<ul style="list-style-type: none"> <li>• Support the development and delivery of activities to encourage community groups and individuals to increase their knowledge of and skills in ecology, monitoring and practical conservation work (e.g. through volunteer teams) and through the delivery of appropriate events (e.g. guided walks) working with colleagues in other Trust functions such as the Education &amp; Community Team</li> </ul>
<ul style="list-style-type: none"> <li>• Work to establish links with the local community neighbouring the reserves, and deliver guided walks and events to aid this, working closely with the community and Wildlife team to achieve this.</li> </ul>
<b>Communication and promotion</b>
<ul style="list-style-type: none"> <li>• To be involved in the 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.</li> </ul>
<ul style="list-style-type: none"> <li>• Attend external meetings as appropriate, give presentations and help with events such as Wardens' conference as required.</li> </ul>
<ul style="list-style-type: none"> <li>• 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.</li> </ul>
<ul style="list-style-type: none"> <li>• To help recruit new members and supporters in the course of your day to day activities and by assisting those with direct recruitment responsibilities.</li> </ul>
<ul style="list-style-type: none"> <li>• To present a positive and welcoming image of the Trust to everyone.</li> </ul>
<b>Health and safety</b>
<ul style="list-style-type: none"> <li>• Produce risk assessments and any additional H&amp;S requirements as required.</li> </ul>
<ul style="list-style-type: none"> <li>• Ensure that reserves are maintained and managed in accordance with H&amp;S policies so that they do not pose undue hazards to staff, volunteers, general public, contractors or animals.</li> </ul>
<ul style="list-style-type: none"> <li>• 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, keeping in a clean and safe condition.</li> </ul>
<ul style="list-style-type: none"> <li>• Keep tools and machinery inventory up to date and ensure that tools and PPE are replaced when necessary.</li> </ul>
<ul style="list-style-type: none"> <li>• Where delegated take responsibility for vehicle checks and servicing in agreement with the Senior Reserves Manager.</li> </ul>
<b>Other duties</b>
<ul style="list-style-type: none"> <li>• Contribute to general Trust working and any other duties as directed by line managers.</li> </ul>
<ul style="list-style-type: none"> <li>• Undertake training as the need arises.</li> </ul>
<ul style="list-style-type: none"> <li>• Go about duties in a resource-efficient way and minimise impacts to the environment.</li> </ul>
<ul style="list-style-type: none"> <li>• Actively follow Trust policies including Equal Opportunities policies</li> </ul>
<ul style="list-style-type: none"> <li>• Maintain an awareness and observation of Fire and Health &amp; Safety Regulations.</li> </ul>

**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 (Bedfordshire Chalk) – Person Specification

E= Essential; D=Desirable

<b>Requirements</b>		
<b><i>Experience and Qualifications</i></b>	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
	Good experience in practical management of nature reserves or similar green spaces	E
	Practical reserve management qualifications e.g. chainsaw, brush cutter, Tractor, ATV, pesticides	D
	Possession of a current First Aid Certificate	D
<b><i>Knowledge</i></b>	Understand the principles of ecology and the practices of nature conservation	D
	A good general knowledge of British natural history, preferably with a particular expertise in at least one field	D
	Understand the Health and Safety issues as they relate to working on sites, site visits and lone working	E
<b><i>Skills and Abilities</i></b>	Have the physical capability and the aptitude to undertake the practical training and certifications required in this role, e.g. chainsaw, brush cutter, Tractor, ATV, pesticides	E
	Computer literate, preferably with experience of CMSi and experience of GIS packages	D
	Good interpersonal and communication skills: ability to engage a range of stakeholders at all levels, volunteers, members, and external organisations.	D
<b><i>Behaviours</i></b>	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 25<sup>th</sup> December and 1<sup>st</sup> 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.

**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.'

## 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>.

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.