

Job Description

Job Title:	Conservation Officer (Bedfordshire)
Location:	Priory Country Park, Barkers Lane, Bedford MK41 9DJ Some homeworking is also permitted
Accountable to:	Conservation Manager (Bedfordshire)
Salary:	£25,946 per annum
Hours:	37.5 per week (Full time)
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

Conservation Officer (Bedfordshire)

Main purpose

The Conservation Officers take a leading role within the Wider Countryside Team in delivering advocacy and advisory work. They are crucial to our work to protect and enhance wildlife beyond our own nature reserves.

The development of Local Nature Recovery Strategies and Nature Recovery Networks provides us with an opportunity to help shape the application of national conservation policies locally. Our Conservation Officers will play a key role in that process, helping to develop and deliver conservation projects, providing advice for conservation delivery on the ground, and helping to ensure that protection is in place for our most threatened wildlife.

Conservation Officers need to be able to provide advice on a range of wildlife-related issues, and may specialise in particular areas, including agriculture, freshwater ecology and development planning.



Main Objectives
<ul style="list-style-type: none">To work with the Conservation 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">Support the Conservation Manager in developing and delivering Living Landscape scheme project work & visions
<ul style="list-style-type: none">Work with the Wider Countryside team to deliver site survey, monitoring and advisory work on Wildlife Sites and whole farms, in particular in relation to Living Landscape areas. Help facilitate farmer clusters in conjunction with partners, where relevant. Promote and facilitate habitat improvements through appropriate agri-environment schemes.
<ul style="list-style-type: none">Develop and run conservation projects in Bedfordshire, linked to local Biodiversity or Green Infrastructure partnerships/plans.
<ul style="list-style-type: none">Develop a specialism in a key area of conservation delivery, such as freshwater, planned development or agriculture.
<ul style="list-style-type: none">Work with local communities to implement conservation projects on Local Wildlife Sites and other wildlife-rich local greenspaces, particularly those that contribute to WT Living Landscape schemes
<ul style="list-style-type: none">Assist with applying for funds to carry out work and subsequent project management.
<ul style="list-style-type: none">Work with other wider countryside staff on specific practical conservation management tasks
Partnership and stakeholders
<ul style="list-style-type: none">Work with the Conservation 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">Contribute to the Wildlife Trust management and support of the Bedfordshire Local Nature Partnership and to attend other relevant conservation forums.
<ul style="list-style-type: none">Work with the Conservation Manager, and staff from other Trust departments, to integrate the Trust's wider countryside activity across county strategic programmes such as education/ community and supporter development.
Nature conservation advice
<ul style="list-style-type: none">Work with the Wider Countryside team to deliver advisory work on Wildlife Sites and whole farms, in particular in relation to Living Landscape areas.
<ul style="list-style-type: none">Provide advice to the County Council, Parish Councils and other local community groups on the management of Local Wildlife Sites, Protected Road Verges and other wildlife rich local greenspaces.
<ul style="list-style-type: none">Work with the Conservation Manager to ensure the Wildlife Trust comments on all relevant strategic land use planning strategies.
<ul style="list-style-type: none">Assist in monitoring planning applications throughout Bedfordshire for their impact on wildlife and to object/comment where appropriate to protect and enhance biodiversity.
<ul style="list-style-type: none">Work with Local Authorities, Developers, Statutory Agencies and others to ensure new developments provide the best possible 'green infrastructure' to safeguard existing wildlife habitats, and expand and link these together for the benefit of wildlife and people
Habitat and species surveys
<ul style="list-style-type: none">Support the Wider Countryside team with 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.• Produce risk assessments and any additional H&S requirements as required.
Promotion of nature conservation and the Wildlife Trust
<ul style="list-style-type: none">• Work 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.• 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• Help recruit new members and supporters in the course of your day-to-day activities and by assisting those with direct recruitment responsibilities.• Present a positive and welcoming image of the Trust to everyone.
Community engagement
<ul style="list-style-type: none">• 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">• Support wider countryside volunteers and Volunteer Officer placements
Finances and funding
<ul style="list-style-type: none">• Support the Conservation Manager in the effective administration of the Wider Countryside Team budget and associated projects including relevant reporting.
Other duties
<ul style="list-style-type: none">• Contribute to general Trust 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.• Actively follow Trust policies including Equal Opportunities policies• Maintain an awareness and observation of Fire and Health & Safety Regulations.

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.



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
	Sound experience in the practical management of nature reserves or similar green spaces	D
	Experience of promoting nature conservation	D
	Experience of working with landowners and providing conservation management advice	D
	Experience in developing and managing conservation projects	D
	Sound experience of biological recording, GIS, digital mapping and GPS use for surveys, (e.g. use of Mapinfo).	D
	Good level of experience of phase 1 habitat and vegetation surveys	D
	Possession of a current first aid certificate	D
Knowledge	Good understanding of the principles of ecology and the practices of nature conservation, especially in relation to habitat management	E
	General knowledge of British natural history, preferably with a particular expertise in at least one field	D
	Sound understanding of the Health and Safety issues in relation to working on sites, livestock, site visits and lone working	D
	Good understanding of the role of local government, the planning system, and government agencies in nature conservation	D
Skills and Abilities	Strong interpersonal and communication skills: ability to engage a range of stakeholders at all levels, volunteers, members, and external organisations.	E
	Competency and good 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	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



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 8% 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.

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.

About the Wider Countryside Team

The Wider Countryside team takes the lead with the Trust's advisory and advocacy work. They are in the forefront 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.