



Job Description

Job Title:	Great Fen Project Officer
Location:	Corney's Farm, Long Drove, Holme, Peterborough, PE7 3PN
Accountable to:	Great Fen Project Manager
Salary:	£32,430 per annum
Hours:	37.5 hours per week (Full time)
Transport:	You will be required to provide your own car for business purposes (with the relevant insurance), 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

The Great Fen

The Great Fen is a visionary, nationally significant initiative to restore 3,700 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 for further information.

The Great Fen Project Team co-ordinate work from multidisciplinary staff covering the practical conservation and restoration, monitoring and research, education and community engagement delivered by the Wildlife Trust within the Great Fen Project area. Part of the work of this team is to understand the development of new and restored habitats to inform future ecological management.

We are delivering an £8M National Lottery Heritage Fund project, Peatland Progress, and are developing work within the Fens East Peat Partnership (FEPP) These projects will see a major step forward in the restoration of wetland and the development and promotion of a new form of farming which can mitigate climate change and the start of creation of infrastructure for future visitor facilities.

Great Fen Project Officer

Main purpose

The Project Officer will support the development of the Project work at Great Fen, liaising with the Great Fen Project Manager. A major focus of the role will be assisting with the delivery and reporting requirements of grant funded projects and developing new grant support for the Great Fen. They will also manage large value contracts with specialist wetland civil engineers as well as providing hands on management of practical work.

Main Objectives
<ul style="list-style-type: none">To support the delivery of the Great Fen, co-ordinating the delivery of project work alongside the conservation works lead by the Great Fen Reserves Team and reporting on delivery of funded projects, liaising with other groups and partners.
Key Responsibilities
Project co-ordination
<ul style="list-style-type: none">Ensure timetables for delivery on the ground, particularly in respect of funded project work, are understood and implemented. This will include procurement, managing contractors, and coordinating and implementing some practical work directly.Provide reports on activity, in respect of grant funded projects.Assist with the development of new funding bids that support the work of the project.Assist the Great Fen Project Manager with applications for and compliance with planning applications and other legal agreements.
Staff and volunteers
<ul style="list-style-type: none">In time take on line management of one delivery officer and/or future trainees.Work with volunteers on and around the Great Fen
Partnership and stakeholders
<ul style="list-style-type: none">Support the Great Fen Partnership and work with wider partner and academic organisations, building relationships and ensuring reports are provided.Coordinate and assist with the delivery of visits to the project.Support the development of academic partnerships, in conjunction with the Monitoring and Research Team, including assisting with monitoring as required.
Communication and promotion
<ul style="list-style-type: none">Provide updates for external communication, with occasional media work.Present a positive and welcoming image of the Trust to everyone.
Health and safety
<ul style="list-style-type: none">Produce risk assessments and any additional H&S requirements as required.Oversee contract delivery in line with the Trusts Contract Management system.
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 policiesMaintain 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.

Great Fen Project Officer – 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 substantial level of experience in the practical implementation of conservation projects	E
	A substantial level of experience in report writing and project control.	E
	Practical reserve management qualifications e.g.brush cutter, Tractor, pesticides	D
	Possession of a current First Aid Certificate	D
	A good level of experience working with volunteers and community groups from a range of backgrounds	D
Knowledge	Good general knowledge of British natural history, preferably with a particular expertise in at least one field	E
	Understanding of the principles of ecology and the practice of nature conservation	E
	Sound knowledge of the ecology, habitat management and key species of wetland ecosystems	E
	Recognise the wider implications of Health and Safety actions taken and actively seek to eliminate or control risks	E
	Sound knowledge of habitat monitoring	D
Skills and Abilities	Computer literate, including skills with Microsoft applications especially Excel and Word.	E
	Excellent interpersonal and communication skills: ability to engage a range of stakeholders at all levels, volunteers, members, and external organisations	E
	Ability to produce concise and persuasive written reports, identifying the key issues, examining options and proposing a way ahead	E
	Strong organisational skills, bringing together multiple work streams/projects	E
	Excellent ability to manage multiple priorities and administrative tasks	E
	Ability to use CMSi and GIS	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 25 th December and 1 st 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 25 th December and 1 st 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 4,500 hectares, and two education centres. Our work also includes the acquisition and application of information about biodiversity. The Trust's turnover in 2022-23 was over £10 million and its capital assets more than £28 million, of which over half (£18 million) 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 guided by the 2025 - 2030 five-year vision 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 of CEO and three Directors.

The Trust evolved from a group of committed volunteers, and volunteering is still central to its ethos, with over 1200 regular volunteers. 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 17 Trustees, who are elected annually from the membership (presently standing at over 37,000). Council and its two Committees (Conservation, Education & Community; and Resources) each meet quarterly. There are 137 staff members (113 fulltime equivalents), with main offices in Bedford, Great Cambourne, and Northampton, and over 1,000 active volunteers. The Executive Board comprised Chief Executive, Resources Director, Conservation Director, Business Director and Engagement Director. Reporting to the Executive Board is a team of senior managers.