



## Job Description

<b>Job Title:</b>	Great Fen Monitoring Trainee
<b>Location:</b>	The Wildlife Trust for Bedfordshire, Cambridgeshire and Northamptonshire, Corney's Farm, Long Drove, Holme PE7 3PN
<b>Accountable to:</b>	Great Fen Project Officer
<b>Hours:</b>	Part time - 22.5 hrs per week. Fixed term for 6 months, with occasional weekend and evening work of which time off in lieu can be taken.
<b>Salary:</b>	£13.45 per hour
<b>Transport:</b>	Must have means to travel to place of work and between sites. If you use your own car for business purposes (with the relevant insurance) you will be reimbursed for business-related mileage (currently 45p per mile for cars over 1000cc).
<b>Employment subject to:</b>	<ul style="list-style-type: none"><li>- 1 month probationary period.</li><li>- Evidence of right to work in the UK.</li></ul>

### Great Fen Monitoring Trainee

#### Main Purpose

This role offers the opportunity to work within one of the largest fenland restoration projects in Europe. Situated between Peterborough and Huntingdon the 3,700 hectare Great Fen is restoring former degraded farmland into a mosaic of fen habitat, providing an important connection to the two National Nature Reserves of Holme Fen and Woodwalton Fen.

The Wildlife Trust BCN are providing a unique opportunity to join the Great Fen Conservation Team funded through [PaluWise](#), an EU project that is transforming degraded peatland through paludiculture (wet farming) innovation. There would be the chance to learn new skills and help with monitoring of some exciting projects.

The role will be based with the Great Fen restoration team at Corney's Farm in the heart of the Great Fen.

Successful applicants will follow a varied schedule that will allow them to gain a range of skills and experiences whilst working alongside colleagues at the Wildlife Trust BCN. There will be the opportunity to develop skills in many aspects of conservation work at the Great Fen. The purpose of these activities is to strengthen a connection to nature and highlight the many pathways into a career in the conservation sector.



<b>Main Objectives</b>
<ul style="list-style-type: none"> <li>To undertake a 6-month traineeship and develop a variety of skills, leading to a greater understanding of the work of the Wildlife Trust BCN and its partners.</li> <li>Assist with the organisation and delivery of project-related activities.</li> <li>To contribute to the delivery of survey and monitoring programmes across the project area.</li> <li>To increase knowledge, skills and hands-on experience in nature conservation work.</li> </ul>
<b>Specific Tasks</b>
<ul style="list-style-type: none"> <li>Work alongside the Wet Farming Delivery Officer on the Paludiculture plots</li> </ul>
Fieldwork including: <ul style="list-style-type: none"> <li>Botanical surveys, Water vole and Badger surveys, Bird Transects and assisting with bird ringing, Amphibian and water beetle surveys, Moth Trapping</li> <li>Monitoring of water levels and water quality</li> <li>Data input including mapping using QGIS</li> <li>GPS use</li> <li>Brush cutting of areas as required</li> <li>Equipment maintenance</li> <li>Volunteer support</li> <li>Assist with ecotours.</li> </ul>
<ul style="list-style-type: none"> <li>Work with other members of the Great Fen team</li> </ul>
<b>Partnerships and stakeholders</b>
<ul style="list-style-type: none"> <li>Work with our project partners and stakeholders to gain a wide range of skills and deepen understanding of the wider project.</li> </ul>
<b>Communication and promotion</b>
<ul style="list-style-type: none"> <li>Present a positive and welcoming image of the Trust to everyone and promote the work of the Trust when the opportunity arises.</li> </ul>
<b>Health and Safety and EDI</b>
<ul style="list-style-type: none"> <li>Fulfil all relevant Health and Safety and Safeguarding requirements, training will be provided as necessary.</li> <li>Be aware of the Trust's equal opportunities policy and actively engage with it, while offering insight into the Trust's continuing work towards improving diversity and inclusion.</li> <li>Complete First Aid training and any other training that becomes available during the six-month period</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> <li>Go about duties in a resource-efficient way and minimise impacts to the environment.</li> <li>Actively follow Trust policies including Equal Opportunities policies</li> <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.
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 Monitoring Trainee – Person Specification**

E= Essential; D=Desirable

<b>Category</b>	<b>Key Statements</b>	
<b>Experience and Qualifications</b>	An interest in wildlife and the natural world and a desire to learn more.	E
	Must have means of travel to place of work	E
	Hold a current driving licence (for a manual vehicle) and be able to use own vehicle for work purposes on occasion	E
	Some experience of habitat and species monitoring	E
<b>Knowledge</b>	Some experience in the use of GIS	D
	Some understanding of the wider implications of Health and Safety.	D
	A basic understanding of ecological sampling and monitoring	D
	<b>Skills and Abilities</b>	Competent in the use of Windows/Microsoft Office
Good communication skills		E
Ability to finish tasks and organise work		E
Identification skills in one or more group of plants, animals or invertebrates		D
<b>Behaviours</b>	A willingness and motivation to learn new skills.	E
	Ability to work within a team and use own initiative	E



	A willingness to learn new ways of working and share ideas, experience and knowledge with others	E
	Reliable, punctual and able to commit to our working hours	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

**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:** 1 month with a review at the end of week 2. 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).
- 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 recognize that our workforce needs to better reflect on 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.