



Job Description

Job Title:	Reserves & Engagement Officer
Location:	Nene Wetlands, Rushden Lakes, Rushden, Northamptonshire, NN10 6FH; with regular travel to Pitsford Nature Reserve
Accountable to:	Communities & Education Manager (Northants)
Salary:	£29,151 per annum
Hours:	Full time (37.5 hours) with up to 2 weekends a month
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 55p per mile for cars over 1,000cc)

Employment subject to:

- 6 month probationary period;
- evidence of right to work in the UK
- satisfactory enhanced DBS check

Reserves & Engagement Project Officer

Main purpose

This is an exciting new role which will see the successful candidate split their time between community engagement and practical conservation work on two of our key wetland sites in the county, the Nene Wetlands and Pitsford reservoir.

At the Nene Wetlands the post will work closely with the Northants Communities & Education and Reserves staff to engage with visitors. The Nene Wetlands is our busiest nature reserve and there will be a particular focus on reducing disturbance by dogs on wintering wildfowl within the SPA*. This will involve interacting with visitors on the reserve and at our visitor centre, site visits and checks, practical reserves management, organizing and running events and promoting our messaging online and via social media. Some of the work will need to be undertaken at peak times for visitors so some weekend work will be required.

At Pitsford the post will work with the Senior Reserves Officer and will assist with the day-to-day running of Pitsford Reservoir nature reserve, through practical work, volunteer tasks, management planning, monitoring and liaising with visitors.

**The Upper Nene Valley Gravel Pits (UNVGP) Special Protection Area (SPA) Mitigation Project began in 2017 as a partnership project between the Wildlife Trust BCN, Natural England and two local authorities to reduce the impact of disturbance by human activity on the UNVGP Special Protection Area (SPA) and the 20,000 overwintering birds it attracts each year.*

Main Objectives
<ul style="list-style-type: none"> To engage with site visitors and local communities to increase understanding and positively influence behaviour to reduce the impact of disturbance on overwintering birds at the Nene Wetlands Work with the Senior Reserves Officer, Northants reserves staff, key volunteers and wardens to deliver practical reserve management across Pitsford Nature Reserve in accordance with management plans and H&S guidelines.
Key Responsibilities
Community Engagement
<ul style="list-style-type: none"> Undertake site walks to engage with site users and better understand the usage of sites, understanding of importance of area by visitors and promote messaging around the SPA and reducing recreational disturbance
<ul style="list-style-type: none"> Run events and engage with local communities to highlight the international importance of the SPA
<ul style="list-style-type: none"> Engage visitors and ensure joined up communication and messaging between the Trust's 2 visitor centres (Nene Wetlands and Summer Leys)
<ul style="list-style-type: none"> Online and social media promotion of the SPA during the overwintering bird period
Reserves Management
<ul style="list-style-type: none"> Work with the Senior Reserves Officer, and other staff to deliver and co-ordinate reserve management in line with agreed management plans and report on progress to all stakeholders at appropriate intervals
<ul style="list-style-type: none"> Work with reserves staff, volunteers and voluntary wardens, so that their contributions are maximised.
<ul style="list-style-type: none"> Assist with the completion of the monitoring and survey programme for Northants nature reserves.
<ul style="list-style-type: none"> Build good communications and working relationships with graziers\stalkers\contractors and other partners to ensure conservation outcomes are met, including preparing licences and contracts in agreement with line managers.
Staff and volunteers
<ul style="list-style-type: none"> Recruit, support and supervise volunteers, to inspire and empower communities taking action for nature in the two nature reserves
<ul style="list-style-type: none"> Lead volunteer work parties to deliver practical reserve management
<ul style="list-style-type: none"> Assist with the management and coordination of Volunteer Conservation Officers
Partnership and stakeholders
<ul style="list-style-type: none"> Work closely with the Trust's Community & Engagement and Reserves teams as well as other stakeholders and partners within the SPA
<ul style="list-style-type: none"> Work with Wildlife Trust BCN volunteers to maintain good relationships and to deliver conservation objectives for Reserves.
<ul style="list-style-type: none"> Maintain good working relationships within the wider team, supporting colleagues, communicating location and progress frequently.
<ul style="list-style-type: none"> Maintain good working relationships with landowners, local businesses, local authorities, other statutory bodies, wildlife organisations, recreation groups, community groups and local residents
Communication and promotion
<ul style="list-style-type: none"> Engage with visitors on site to promote the importance of the nature reserve

<ul style="list-style-type: none"> Attend public events or plan and deliver pop-up events to engage positively with local communities
<ul style="list-style-type: none"> Work with Communications team staff to produce interpretation/signage materials for the 2 reserves, including on-site information, printed materials, and web-based or modern interactive media materials.
<ul style="list-style-type: none"> Present a positive and welcoming image of the Trust to everyone.
Health and Safety
<ul style="list-style-type: none"> Fulfil all relevant Health and Safety and Child/Vulnerable Adult Protection requirements and maintain a valid and satisfactory enhanced Disclosure and Barring Service check.
<ul style="list-style-type: none"> Ensure the Health and Safety of all participants, including writing and checking risk assessments for the sites, tools and activities used.
<ul style="list-style-type: none"> Produce risk assessments and any additional H&S requirements as required.
<ul style="list-style-type: none"> 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.
<ul style="list-style-type: none"> Complete maintenance works and records for tools and machinery and be responsible for their safe use. This includes maintaining workplace conditions such as the office, storage facilities and workshops, keeping them in a clean and safe condition.
<ul style="list-style-type: none"> Ensure skills and qualifications for carrying out practical work are up to date and at the required level for tasks.
Other duties
<ul style="list-style-type: none"> Contribute to general Trust working and any other duties as directed by line managers.
<ul style="list-style-type: none"> Undertake training as the need arises.
<ul style="list-style-type: none"> Go about duties in a resource-efficient way and minimise impacts to the environment.
<ul style="list-style-type: none"> Actively follow Trust policies including Equal Opportunities policies
<ul style="list-style-type: none"> Maintain an awareness and observation of Fire and Health & Safety Regulations.

Notes:

- As duties and responsibilities change, this job description will be reviewed and amended in consultation with the post-holder.
- 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.
- 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 & Engagement Officer – Person Specification

E= Essential; D=Desirable

Requirements		
Experience and Qualifications	Hold a current driving licence and be able to use own vehicle for work purposes on occasion	E
	To hold a degree, vocational or equivalent qualification or experience in a relevant discipline	E
	Experience in running events and outdoor engagement activities to engage local people and promote a message	E
	Experience in practical management of nature reserves or similar green spaces	E
	Significant experience of supervising volunteers	E
Knowledge	Demonstrable understanding of the wider implications of Health and Safety, related to working on sites, lone working and with volunteers	E
	Understand the principles of ecology and the practices of nature conservation	D
	An understanding of the barriers to community involvement and how they may be overcome	D
Skills and Abilities	Highly developed interpersonal, influencing and communication skills, including the ability to influence and motivate a wide range of stakeholders	E
	Demonstrated self-motivation with the ability to work independently and as a member of a wider team.	E
	Excellent administrative and organisational ability, able to balance and prioritise own workload and manage competing priorities.	E
	Competent in the use of Windows/Microsoft Office-based computing skills, including Word, Excel, database, email etc	E
Training/Certifications:	Have the physical capability and the aptitude to undertake the practical training and certifications required in this role (see below).	E
	Chainsaw use (small tree & maintenance minimum)	E
	Brushcutter / strimmer	E
	First Aid at Work	E
	Pesticide use	E
	Off-road driving	D
	Trailer Towing	D
	Tractor & associated implements	D
	ATV – Quad bike	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	E

	successful outcomes, and in contributing to environments that demonstrate equality, foster trust, respect, and challenge.	
	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: Regular weekend (max. two weekends per month) and occasional evening working will 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.