



## Job Description

<b>Job Title:</b>	Reserves Officer (Northants)
<b>Location:</b>	Lings Office based at Lings House, Billing Lings, Northampton, NN3 8BE.
<b>Accountable to:</b>	Senior Reserves Officer (Northants)
<b>Salary:</b>	£26,718 per annum
<b>Hours:</b>	37.5 hrs per week (Full Time)
<b>Transport:</b>	Hold a current driving licence and be able to use own vehicle for work purposes on occasion

### Employment subject to:

- 6 month probationary period;
- evidence of right to work in the UK

### Reserves Officer (Northamptonshire)

#### Main purpose

The Reserves Officer will report to the Senior Reserves Officer (Northants) and will assist with the day-to-day running of nature reserves in Northamptonshire, through practical work, volunteer tasks, management planning and monitoring. The role also involves liaising with visitors and the local community. The post holder will work with the Reserves team and other staff to deliver agreed management plan objectives in combination with secured funding grants.

<b>Main Objectives</b>
<ul style="list-style-type: none"> <li>• Work with Northants reserves staff, key volunteers and wardens in order to deliver practical reserve management across Northamptonshire nature reserves in accordance with management plans and H&amp;S guidelines.</li> </ul>
<b>Key Responsibilities</b>
<b>Reserves Management and monitoring</b>
<ul style="list-style-type: none"> <li>• 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</li> <li>• Undertake management plan reporting and ensure that all work is input into CMSi and reported against.</li> <li>• Work with reserves staff, volunteers and voluntary wardens, so that their contributions are maximised.</li> <li>• Assist with the completion of the monitoring and survey programme for Northants nature reserves.</li> </ul>

<ul style="list-style-type: none"> <li>• Complete site-specific funded projects, assisting with publicity events and reporting for claims, ensuring reports are prepared on time and that associated contractors are correctly managed.</li> </ul>
<ul style="list-style-type: none"> <li>• Assist Senior Reserves staff in the application for, and compliance with, Government grants, legal and other agreements, including consultation with statutory bodies.</li> </ul>
<ul style="list-style-type: none"> <li>• 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.</li> </ul>
<b>Staff and volunteers</b>
<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, including site wardening, volunteer work parties, wildlife surveys, visitor surveys, site interpretation and event organisation.</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>• Lead volunteer work parties to deliver practical reserve management.</li> </ul>
<ul style="list-style-type: none"> <li>• Assist with the management and co-ordination of Volunteer Conservation Officers</li> </ul>
<b>Partnership and stakeholders</b>
<ul style="list-style-type: none"> <li>• Attend external meetings, if appropriate as a Trust representative, give presentations and help with events such as Wardens' conference as required.</li> </ul>
<ul style="list-style-type: none"> <li>• 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>
<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 teams.</li> </ul>
<b>Communication and promotion</b>
<ul style="list-style-type: none"> <li>• Assist with 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>• Work with Communications team staff to produce interpretation/signage materials for reserves in Northants, including on-site information, printed materials, and web-based or modern interactive media materials.</li> </ul>
<ul style="list-style-type: none"> <li>• Complete publicity events as required, related to specific objectives or general Trust promotion.</li> </ul>
<ul style="list-style-type: none"> <li>• Present a positive and professional image of the Trust to everyone.</li> </ul>
<b>Health and Safety</b>
<ul style="list-style-type: none"> <li>• Produce risk assessments, operating procedures 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 workplace conditions such as the office, storage facilities and workshops, keeping them 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 Officer.</li> </ul>
<ul style="list-style-type: none"> <li>• Ensure skills and qualifications for carrying out practical work are up to date and at the required level for tasks.</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>

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| • 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.

## Reserves Officer (Northants) – Person Specification

E= Essential; D=Desirable

Requirements		
<b>Experience and Qualifications</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
	Experience in practical management of nature reserves or similar green spaces	E
<b>Knowledge</b>	Understand the Health and Safety issues related to working on sites, site visits and lone working	E
	Understand the principles of ecology, and the practices of nature conservation.	E
	A good general knowledge of British natural history, preferably with a particular expertise in at least one field	D
<b>Skills and Abilities</b>	Have the physical capability and the aptitude to undertake the practical training and certifications required in this role (see below).	E
	<b>Training/Certifications:</b>	
	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
	Chainsaw (Medium tree)	D
	ATV – Quad bike	D
	Clearing saw	D
	Forestry Machinery Operation	D
	Computer literate, including skills with Microsoft applications especially Excel and Word.	E
	Ability to use CMSi and GIS Packages	D
	Ability to engage, recruit and motivate volunteers from a wide range of backgrounds.	E
<b>Behaviours</b>	Demonstrable evidence of openness to change, flexibility and a willingness to learn new ways of doing things	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
	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

## **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 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.