



**Wildlife Trust for
Beds, Cambs
& Northants**
The Great Fen



**Heritage
Fund**

Job Description

- Job Title:** Wet Farming Delivery Officer (Peatland Progress)
- Location:** Corney's Barn, Corney's Farm, Long Drive, Holme, Peterborough, PE7 3PN
- Accountable to:** Great Fen Project Manager
- Salary:** £26,500 per annum pro rata
- Hours:** 18.75 per week (Four year fixed term). Could be combined with the Wet Farming Engagement role to create 1 Full time post.
- 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). This is for attendance at meetings and events on site and elsewhere across the region.
- Employment subject to:**
6 month probationary period;
evidence of right to work in the UK

Wet Farming Delivery Officer (Peatland Progress)

Main purpose

The Wet Farming Delivery Officer reports to the Great Fen Project Manager. The role will assist with the management and monitoring of the wet farming plots, as well as liaising with third parties working on sowing, cropping and monitoring activities (such as UKCEH, UEL, commercial partners). Responsibilities will include a full range of site visits and outreach, digital engagement and social media activity, public speaking and media engagement. The role will require use of (driving/towing) the Mobile Inspiration Hub, (MIH) a trailer mounted 'Tiny House' built partially of materials derived from paludicultural crops. There may also be a requirement to assist in the supervision of short term Peatland Progress Youth Internships in years 3 and 4 of the Peatland Progress project.

Main Objectives
<ul style="list-style-type: none"> • Work with staff and scientists on the management and monitoring of the wet farming plots. • Assist in the physical delivery of the wet farm at the Great Fen.
Key Responsibilities
<ul style="list-style-type: none"> • Collect data from onsite equipment and deliver research and monitoring forming part of an established set of projects and methodologies. • Make best use of the Mobile Inspiration Hub on site, using the tiny house as an interpretation and engagement tool. • Assist with coordinating daily management of wet farm plots – e.g. weeding, water level management, harvest and if relevant, processing/sales. • Collate and disseminate information from monitoring results from the Great Fen to a variety of audiences in academic, agricultural and public domains. • Writing reports for funders and managing contractors as appropriate.
Staff and volunteers
<ul style="list-style-type: none"> • Assist with the supervision of short term Youth Internships to give training in and insight into Agronomist, Market development and Outreach functions.
Partnership and stakeholders
<ul style="list-style-type: none"> • Liaise with external stakeholders and any relevant local partnerships.
Community engagement
<ul style="list-style-type: none"> • Assist at events as part of the wider Great Fen team.
Communication
<ul style="list-style-type: none"> • Share information with the communications team for use in social media etc. • Attend external meetings as appropriate, give presentations and help with events. • Help recruit new members and supporters in the course of your daily activities and by assisting those with direct recruitment responsibilities. • Present a positive and welcoming image of the Trust to everyone.
Health and safety
<ul style="list-style-type: none"> • Ensure that wet farming plots are maintained and managed in accordance with H&S policies. • Produce risk assessments and any additional H&S requirements as required.
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.

Wet Farming Delivery Officer (Peatland Progress) – 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
	Experience of practical field science including equipment such as carbon flux monitors, automated dipwells, and practices such as water analysis and crop growth assessment.	E
	Hold a current driving licence and be able to use own vehicle for work purposes on occasion.	E
	Experience of driving trailers or willingness to gain relevant qualifications.	E
	Good experience in horticultural, plant husbandry or similar relevant field.	E
	Experience of engaging with farmers, agronomists, policy makers or scientists	D
	Possession of a current First Aid Certificate	D
	Experience producing reports, written materials and engaging with media and social media	D
Knowledge	A sound understanding of the principles of horticulture, peat soils and climate change	E
	A sound understanding of the Health and Safety issues relating to events and land management	E
	A good general knowledge of arable farming practice	D
	Knowledge of cropping and crop derived products	D

Skills and Abilities	Have the physical capability and aptitude to undertake the practical demands of the role	E
	Good interpersonal and communication skills: ability to engage a range of stakeholders at all levels, volunteers, members, and external organisations.	E
	Computer literate	E
	Demonstrated self-motivation with the ability to work independently and as a member of a wider team.	E
	Excellent organisational ability, able to balance and prioritise own workload and manage competing priorities.	E
Behaviours	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 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 2021/22 was c £7 million and its total net assets more than £25 million, of which over half (£14 million) are 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.