



Job Description:	Wildlife and Farming Officer
Team:	Conservation
Place of work:	Worcestershire Wildlife Trust HQ, Lower Smite Farm, Hindlip, WR3 8SZ
Responsible to:	Head of Conservation
Responsible for:	Volunteers and contractors
Key relationships (internal)	Senior Land Advisor, Senior Conservation Officer- Planning, Water and Wetlands officer, Conservation project officers, Reserves Team Leader, Engagement Team Leader, Reserves Officers, Conservation Trainees and volunteers, WWT Council Honorary Officer for Conservation.
Hours:	Full-time 35 hours per week
Salary:	£23,000 -£25,000 depending on experience
Overall job purpose:	To contribute to the work of Worcestershire Wildlife Trust by driving nature's recovery in Worcestershire.

Main Responsibilities:

- Engage and gain the support of landowners, land managers and partners to facilitate the delivery of nature-based conservation work at a landscape scale
- Oversee the practical delivery of Worcestershire Wildlife Trust's (WWT) on-farm interventions. Primarily, this will involve the day-to-day management of contractors and volunteers at Lower Smite Farm. Managing a range of farm-based projects, which include a combination of grant funded initiatives and stand-alone projects
- Provide high quality, objective and professional advice to landowners and land managers on a broad range of environmental focusses. This will include the preparation of whole-farm environmental plans which consider; nutrient, water, soil and habitat management, identify work to improve and create habitats and restore natural functions. Liaise with those landowners and land managers to work up project details that will create high value, new, habitats
- Lead on Local Wildlife Site liaison with landowners and land managers and the Local Sites Partnership
- Increase the capacity and ability to plan and deliver partnership projects on public and private land with the support of external funding opportunities
- Plan and deliver biological surveying, either on Trust's own sites or those being targeted for action
- Plan and deliver monitoring programmes to appraise the effectiveness of interventions
- Provide agri-environment advice and support internally on WWT's estate
- Raise awareness of delivering nature's recovery, give talks, training events and guided walks

Job Specification:

1. Management and Supervision:

- Currently there are no direct line staff management responsibilities relating to this post



- Responsible for recruiting, supervising and managing the safe working of volunteers for LSF Farm Volunteers
 - Responsible for recruiting, supervising and managing contractors
 - Responsible for, recruiting, supervising and managing volunteers for other relevant WWT projects
- 2 Work planning and financial control:**
- Ability to cost up contracts and projects and work with contractors to ensure high quality habitat and/or project delivery
 - Responsible for managing project budgets
 - Responsible for ensuring we meet time schedules and funding requirements
 - Responsible for ensuring the safe working of contractors
 - Responsible for ensuring the completion and standards for allocated contracts
 - Identify opportunities for income generation and, where appropriate, seek external funding in co-operation with other staff
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- 3 Technical knowledge:**
- Good technical knowledge of the County's habitats and species and their ecology
 - Good knowledge of the principles and practice of species and habitat management, creation, natural processes and monitoring
 - Good knowledge of lowland farming sector, practises and economies
 - Good knowledge of agricultural policy framework and land-based funding incentives
 - Experience of ecological survey techniques and GIS mapping skills (MapInfo, ARC GIS or QGIS)
- 4 People, contacts, representation and community engagement:**
- Ability to work with a range of landowners, land managers and colleagues to identify the best locations and types of habitat management and creation to help nature's recovery
 - Liaison, both internally and externally. There will be contact with other staff, volunteers, landowners, land managers and other partner organisations
 - Represent WWT on Wildlife Sites and the Local Wildlife Sites Partnership Group. Promote the importance of Local Wildlife Sites to landowners, land managers and partners. Provide improvements to the Local Wildlife Sites system and sites selection procedures/criteria
 - Contribute to the development and updating of relevant sections of the Trust's website
 - Represent WWT at events and on media, including, TV, radio and social media
 - Promote WWT wherever possible, in particular recruiting new members

Working Conditions :

- Full-time 35 hours per week
- Permanent contract
- All new employees to the Trust undertake a probationary period of 6 months, in which time they are expected to establish their suitability for the post
- WWT operates an employee pension stakeholder scheme, 8% WWT contribution, 4% minimum employee contribution
- This role will be based at the Trust offices at Lower Smite Farm, Hindlip near Worcester, WR3 8SZ but there will be a need for regular travel across the county



- The normal working day for WWT is 9am to 5pm (1 hour for lunch) Monday to Friday
- Occasional evening and weekend working may be required
- Overtime is not paid but time off in lieu may be taken, where appropriate
- The post-holder will need to be able to drive and have access to their own transport, for which a mileage allowance will be paid at 0.45pence per mile
- The post-holder may be required to assist with other areas of work and therefore should be prepared to undertake other duties appropriate to the post
- The post-holder will abide by WWT's Health and Safety policies and guidance
- The post-holder will need to have a reasonable level of fitness and mobility and be able to spend a significant amount of time outside, sometimes on difficult terrain.
- Holiday entitlement will be based on a full-time allocation of 33 days per year including eight Bank Holidays, one extra day allocated per three years of service to the Trust to a maximum of 38 days including eight Bank Holidays.
- Depending on any Government restrictions which may be in place due to Coronavirus this post will initially require a rota attendance in the office for a minimum of three days a week.

Person Specification:

	<i>Essential</i>	<i>Desirable</i>
A Knowledge		
A strong understanding of farm systems, both arable and livestock, and other rural land management practices	<input type="checkbox"/>	
Well informed on current and historic agri-environment schemes	<input type="checkbox"/>	
A good understanding of priority habitats and species and how best to conserve and enhance them	<input type="checkbox"/>	
A good understanding of relevant legislation in respect to nature conservation, agricultural regulations and health and safety	<input type="checkbox"/>	
Relevant lived work experience	<input type="checkbox"/>	
An understanding of ecosystems services, natural capital and natural processes and their role in future land management schemes		<input type="checkbox"/>
A degree in a relevant or related subject (e.g. ecology, countryside management or agriculture)		<input type="checkbox"/>
B Experience	<i>Essential</i>	<i>Desirable</i>
Experience in project management, including budget management and compiling grant claims	<input type="checkbox"/>	
Experience in delivering conservation advice to landowners and land managers on a range of environmental topics. Specifically, this must include habitat management/creation, soil health, water quality and pollution control	<input type="checkbox"/>	



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Experience of undertaking farm environmental audits and preparing land management plans	<input type="checkbox"/>	
Experience in surveying and monitoring a range of species and habitats	<input type="checkbox"/>	
Experience in planning practical habitat interventions and managing the delivery of work through coordinating contractors	<input type="checkbox"/>	
Experience of supervising and managing volunteers	<input type="checkbox"/>	
Experience of working with a range of stakeholders within a partnership setting	<input type="checkbox"/>	
Experience in preparing countryside stewardship applications		<input type="checkbox"/>
C Skills	<i>Essential</i>	<i>Desirable</i>
IT skills including GIS (e.g MapInfo, ARC GIS or QGIS)	<input type="checkbox"/>	
Time management skills and an ability to prioritise and work under pressure to tight deadlines	<input type="checkbox"/>	
FACTS qualified		<input type="checkbox"/>
BASIS qualified		<input type="checkbox"/>
First aid certificate		<input type="checkbox"/>
Good organisational skills	<input type="checkbox"/>	
Ability to negotiate and persuade tactfully to secure positive environmental outcomes on farms and other land in Worcestershire	<input type="checkbox"/>	
Strong communication skills, both orally and in writing, to a wide range of different audiences	<input type="checkbox"/>	
D Personal	<i>Essential</i>	<i>Desirable</i>
Commitment to nature conservation	<input type="checkbox"/>	
Self-discipline, confidence with an assertive but friendly manner	<input type="checkbox"/>	
Self-starter and goal achiever with the desire to continue to develop skills and knowledge	<input type="checkbox"/>	
A flexible approach to managing a changing workload with a willingness to work occasional weekends and evenings	<input type="checkbox"/>	
A positive and mature approach with integrity, tact and diplomacy	<input type="checkbox"/>	
Excellent networking skills and the ability to build rapport quickly, and able to work independently and as part of a team	<input type="checkbox"/>	
A clean driving licence and own vehicle available for business use.	<input type="checkbox"/>	