



<b>Job Description:</b>	<b>Wildlife and Wetlands Officer</b>
<b>Team:</b>	Conservation
<b>Place of work:</b>	Worcestershire Wildlife Trust HQ, Lower Smite Farm, Hindlip, WR3 8SZ
<b>Responsible to:</b>	Head of Conservation
<b>Responsible for:</b>	Contractors and volunteers
<b>Key relationships (internal)</b>	Senior Conservation Officer - Planning, Senior Land Advisor, Wildlife and Farming Officer, conservation project officers, Reserves Team Leader, Engagement Team Leader, reserves officers, conservation trainees and volunteers. Honorary Officer for Conservation
<b>Hours:</b>	Fixed Term Contract three years, 35 hours per week
<b>Salary:</b>	£25,500 – £27,000 depending on experience
<b>Overall job purpose:</b>	To contribute to the work of Worcestershire Wildlife Trust by developing and driving nature's recovery in Worcestershire.

## Main Responsibilities

- Gain the support of landowners, land managers and partners to deliver Worcestershire's wetland nature-based conservation work at a landscape scale for nature's recovery.
- Respond to local, and national where appropriate, water and wetland related planning and development consultations.
- Provide high quality, objective and professional advice to landowners and land managers on a broad range of environmental focusses, with a priority on delivering improvements to water and wetland species and habitats.
- Preparation of environmental plans that consider nutrient, water, soil and habitat management, identify work to improve and create wetland habitats and restore natural functions.
- Increase the capacity and ability to plan and deliver partnership wetland projects on public and private land with the support of external funding opportunities.
- Plan and deliver monitoring programmes to appraise the effectiveness of interventions.
- On WWT's nature reserves provide water and wetland species and habitat advice and support internally.
- Plan and deliver actions as co-host for the Trust of the Worcestershire Middle Severn Catchment Based Approach (CaBA) partnership.
- Work within communities to understand local issues and deliver local projects.
- Raise awareness of delivering nature's recovery, water environment issues, providing 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 contractors
- Responsible for recruiting, supervising and managing the safe working of volunteers for WWT projects

### 2 Work planning and financial control

- Ability to cost up wetland 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

### 3 Technical knowledge

- Good technical knowledge of the county's habitats and species and their ecology especially water and wetlands
- Good knowledge of the principles and practice of species and habitat management, creation, natural processes and monitoring especially of water and wetlands
- Good knowledge of UK water, agriculture and nature conservation policy framework
- Good knowledge of ecological survey techniques and GIS mapping skills (QGIS, MapInfo, ARC or GIS)

### 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.
- Plan and deliver actions as co-host for the Trust of the Worcestershire Middle Severn Catchment Based Approach (CaBA) partnership
- 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



<b>Person Specification</b>	<b>Essential</b>	<b>Desirable</b>
<b>A Knowledge</b>		
Strong understanding of water and wetlands and how they relate to delivering the good health of nature in lowland England	Y	
Strong understanding of the management and creation of water and wetlands and how they relate to delivering the good health of nature in lowland England	Y	
Good understanding of priority habitats and species and how best to conserve and enhance them	Y	
Good understanding of relevant legislation in respect to nature conservation, water and agricultural regulations and health and safety	Y	
Relevant lived work experience	Y	
Good understanding of ecosystems services, natural capital and natural processes and their role in future land management schemes	Y	
Recognised qualification in a relevant or related subject (e.g. ecology, countryside management or agriculture)		Y
<b>B Experience</b>	<b>Essential</b>	<b>Desirable</b>
Experience in delivering conservation advice to landowners and land managers on a range of environmental topics. Specifically, this must include wetland habitat management/creation, soil health, water quality and pollution control	Y	
Experience in planning practical habitat interventions and managing the delivery of work through coordinating contractors	Y	
Experience of preparing land management plans	Y	
Experience in surveying and monitoring a range of species and habitats	Y	
Experience of supervising and managing volunteers	Y	
Experience of working with a range of stakeholders	Y	
Experience in project management, including budget management and compiling grant claims		Y
Experience in preparing countryside stewardship applications		Y
<b>C Skills</b>	<b>Essential</b>	<b>Desirable</b>
IT skills relevant to the post including databases, spreadsheets, GIS (e.g MapInfo, ARC GIS or QGIS)	Y	

Time management to prioritise and work to tight deadlines	Y	
Good organisational skills	Y	
Ability to negotiate and persuade tactfully to secure positive environmental outcomes on public and private land in Worcestershire	Y	
Flexible approach to managing a changing workload with a willingness to work occasional weekends and evenings	Y	
Strong communication skills, both orally and in writing, to a wide range of different audiences	Y	
FACTS qualified		Y
BASIS qualified		Y
First aid certificate		Y
<b>D Personal</b>	<i>Essential</i>	<i>Desirable</i>
Passion and commitment to nature conservation	Y	
Self-discipline, confidence with an assertive but friendly manner	Y	
Positive and mature approach with integrity, tact and diplomacy	Y	
Excellent networking skills and the ability to build rapport quickly, and able to work independently and as part of a team	Y	
Clean driving licence and own vehicle available for business use.	Y	

## Summary of Terms and Conditions of Employment

- Full-time, 35 hours per week.
- Fixed Term Contract of 36 months.
- All new employees to the Trust undertake a probationary period of six 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. Hybrid working, including up to two days per week working from home, is open to all staff.
- The normal working day is 9am to 5pm (one hour for lunch), Monday to Friday.
- Some 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 45 pence 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.



- 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.