

Reserves Officer - West

Job description



Worcestershire
Wildlife Trust

Overall job purpose	Within a wider team of six officers and five trainees, to lead and co-ordinate all activities relating to the maintenance, management and development of the Trust's reserves for which they are the nominated lead officer. To contribute to the management of the Trust's reserves overall by taking a lead role in specific functions as agreed and through team-working with other reserves and conservation staff.
Place of work	Worcestershire Wildlife Trust, Lower Smite Farm, Hindlip, WR3 8SZ. Hybrid working available with up to 40% working from home when appropriate
Hours	Full time (35 hours per week) working 9am – 5pm Monday to Friday with some evening and weekend work as required
Contract Type	Permanent
Salary	£28,500 per year
Responsible to	Reserves Team Leader
Key relationships (internal)	Reserves Team Leader, Head of Conservation, Honorary Officer for Conservation, reserves team, conservation volunteers
Responsible for	Volunteers, consultants, contractors and staff employed on the western reserves for which they are the nominated lead officer

About us

We are Worcestershire's leading nature conservation charity, committed to protecting wildlife and the natural environment. We are supported by over 21,000 individual members. Our 40 staff are supported by our 500 volunteers who are vital to the delivery of our work. We manage 75+ nature reserves across the county, covering 12.5 square kilometres of land, and provide land management advice across around a quarter of the county. We also work to inspire people to take action for nature and this includes work with schools and young people, communities and local businesses.

Our three goals set out in our strategy to 2030 are:

- **Nature in recovery:** 30% of land for nature by 2030
- **Action for nature:** one in four taking action for nature by 2030
- **Sustaining our future:** more diversity, more funding and carbon zero by 2030

We are one of 46 independent Wildlife Trusts operating across the UK.

We're **Wild About Inclusion**. To us, this means inspiring, empowering and engaging people from all backgrounds, cultures, identities and abilities to change the natural world for the

better. It also means cultivating inclusive workspaces that are free from discrimination, where differences are valued and everyone can be themselves and flourish, just like nature! As a Disability Confident Committed employer, we actively welcome applications from disabled candidates. Applicants who meet the minimum requirements and choose to apply under the scheme will be offered an interview.

Job specification

Responsibilities for specified nature reserves

- Prepare and maintain up-to-date site management plans in consultation with volunteer reserve managers, staff and partners, ensuring compliance with relevant UK standards, environmental legislation and site designations
- Plan, implement and oversee annual work programmes and budgets for nominated reserves, ensuring regular wardening, estate maintenance and effective use of volunteers, contractors and staff
- Implement WWT health and safety policy, ensuring all required risk assessments, tree safety inspections, consents, legal requirements and agreements are completed, maintained and recorded
- Co-ordinate and deliver an agreed programme of survey and monitoring
- Develop and manage external funding opportunities, including project proposals, grant bids, Countryside Stewardship applications, income-generation initiatives and associated claims, ensuring all submissions meet required standards and deadlines
- Provide regular internal and external reports on activities and outcomes, including updates for stakeholders, funders, local groups and communications channels
- Liaise with and support volunteers (including reserve committees), neighbours, landowners and local community members to maintain positive relationships and effective involvement
- Act as the lead contact for nominated reserves within the conservation team, ensuring appropriate support and preparation for reserve events and activities
- Contribute to land acquisition proposals as agreed from time to time

Western nature reserves covered by this role:

Aileshurst Coppice	Blackhouse Wood
Crews Hill Wood	Grimley Brick Pits
Hanley Dingle and Dove Tree Farm	Hunthouse Wood
Jim's Wood at Fetterlocks	The Knapp and Papermill
Monkwood and Green Farm	Pennels Bank
Penny Hill Bank	

Wider reserves management responsibilities

- Contribute to the preparation and delivery of a reserves-wide programme of work
- Deputise for and support other team members as required
- Provide training where appropriate
- Apply specialist knowledge, skills, and expertise as needed
- Liaise with key partners relevant to the role

Legal obligations

- Manage activities and volunteers to ensure all legal, health and safety, data protection and contractual obligations are met, working with other staff where appropriate

Contribute to the overall work of the Trust

- Attend and contribute to committees, team meetings, events and others as required
- Deputise for your line manager and colleagues when required
- Assist with, attend and support Trust events and activities as needed
- Contribute material to support the Trust's communications through its website, publications and other media
- Develop and implement specific projects as agreed, either in a lead role or as part of a team

Person specification

Skills

- Strong organisational and planning skills
- Excellent verbal and written communication skills
- Use and maintain vehicles, machinery and hand tools safely and correctly
- Chainsaw operator
- Full driving licence
- Computer literate, including Microsoft Office suite, GIS/Mapinfo and CMSi

Experience

- Previous relevant experience in a similar role / sector
- Planning and implementing the practicalities of estate management
- Working with volunteers
- Contractor management and procedure
- Planning and running meetings
- Delivery of tasks and projects within prepared budgets

Knowledge

- Habitat and species management theory and technique
- Good understanding of ecology and natural history
- Ecological survey and monitoring techniques and implementation
- Site management planning, theory and practice
- Legislation, policy and practice relating to biodiversity and nature conservation relevant to the role
- Health and Safety Regulations
- Land management quality standard systems relevant to the role
- Grant schemes relevant to the role

Personal Qualities

- Able to work independently and collaboratively, with a co-operative approach
- Able to recognise gaps in knowledge and take appropriate steps to address them, seeking specialist advice or training as needed
- Committed to personal and professional development
- Able to identify and solve problems using initiative and creativity
- Practically minded and solutions focussed
- Willing and able to develop skills and understanding of technology relevant to the role

What we offer

We offer a supportive, friendly and purpose driven working environment where your contribution genuinely makes a difference for wildlife and local communities. As part of Worcestershire Wildlife Trust, you'll benefit from:

- A generous annual leave allowance of 6.6 weeks including bank holidays
- A holiday purchase scheme
- A contributory pension scheme with 4%/8% employer contributions
- Flexible and hybrid working options, where possible
- Enhanced Parental Leave policies
- Group Life Assurance at 3x annual salary
- Employee Assistance Programme
- Annual volunteering days
- Savings and discount hubs

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