

Assistant Reserves Officer

Job description



Overall job purpose	Within a wider team of seven officers and five trainees, to lead and co-ordinate all activities relating to practical volunteer work parties and enquiries on the Trust's nature reserves. 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
Hours	Full time (35 hours per week) working 9am – 5pm Monday to Friday with some evening and weekend work as required
Contract Type	Fixed term – three years
Salary	£25,000 per year
Responsible to	Reserves Team Leader
Key relationships (internal)	Head of Conservation, Honorary Officer for Conservation, reserves team, conservation volunteers
Responsible for	Volunteers, consultants, contractors and staff associated with delivery of volunteer work parties on Trust reserves

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 required and choose to apply under the scheme will be offered an interview.

Job specification

For specified nature reserves

- To co-ordinate with reserves officers on an agreed programme for volunteer work parties delivering practical conservation work, including management of unimproved grasslands, ancient woodlands, heathlands and wetlands.
- To lead volunteer work parties delivering practical conservation work on reserves, including our roving volunteers that operate on Tuesdays and Thursdays, as well as reserve-specific groups.
- Organise and run corporate work parties on our reserves.
- Co-ordinate recruitment and retention of practical volunteers – including promoting volunteering, working with communications colleagues to update the volunteering section of the Trust's website and keeping up-to-date volunteer records.
- Implement the Trust's health and safety policy, ensuring that all necessary risk assessments, tree safety inspections, consents, legal requirements and agreements are obtained, maintained, adhered to and appropriately recorded.
- Develop and contribute to project proposals, grant bids and funder support, monitor and manage project budgets against agreed targets.
- Identify opportunities for income generation.
- Provide regular reports on activities and outcomes, for use both internally (management reports) and externally, for promotion (website, newsletter, media) and to fulfil funders' requirements.
- Ensure that key relationships and stakeholders (e.g. local groups) are informed with relevant updates as required
- Liaise with neighbours, landowners and members of the local community.

Reserves management generally

- Contribute to the preparation and delivery of a reserves-wide programme of work.
- Deputise for and support other team members as necessary.
- Provide training as appropriate.
- Apply specialist knowledge, skills, and abilities as appropriate.
- Liaise with key partners relating to the role.
- Assist with survey work.

Legal obligations

- Manage activities and volunteers to ensure that all legal (including health and safety and data protection) and contractual obligations (including those with funders) are fully met, working with other staff where appropriate.

Contribute to the overall work of the Trust

- Attend and contribute to team meetings, committees and events as required.
- Deputise for your line manager and colleagues as required.
- Assist with, attend and support Trust events and activities as required.
- 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

Experience

- Planning and implementing the practicalities of estate management
- Working with volunteers and/or volunteer groups
- Delivery of tasks and projects within prepared budgets
- Contractor management and procedure
- Planning and running meetings

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
- Knowledge of basic GDPR principles

Skills

- Time planning and management
- Clear communication – written, verbal and presentation
- Use and maintain vehicles, machinery and hand tools safely and correctly
- Chainsaw and brushcutter operator qualifications required
- Full driving licence
- IT including Microsoft Office suite, GIS/Mapinfo and CMSi

Personal qualities

- Able to work independently and as part of a team, with a co-operative approach
- Able to identify where gaps in knowledge exist and identify the actions to make that information available by seeking specialist advice and/or training from internal and/or external sources
- Confidence in dealing with individuals and groups of people.
- Able to identify and solve problems using initiative and creativity
- Practically minded
- Flexibility and willing to work some weekends

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