

JOB DESCRIPTION

HEDGEROW HAVENS PROJECT OFFICER

Hours of work: 35 hours per week
Type of contract: Fixed term 3 years
Based at: Meadow Farm, near Bicester
Salary Band: B

BACKGROUND

The Berkshire, Buckinghamshire and Oxfordshire Wildlife Trust (also known as BBOWT) was formed in 1959 and has a vision of an environment rich in wildlife for everyone, valued by all. We aim to lead the way to nature's recovery through innovative land management, and connect people with nature to improve their wellbeing. We work in partnership and through collaborative projects with local communities, businesses, land owners and local authorities. In the three counties BBOWT owns or manages 90 nature reserves covering 2,500 hectares. We have more than 50,000 members, employ over 130 professional staff, and have active support from more than 1,350 volunteers. Each year around 12,000 schoolchildren visit our education centres. BBOWT has an annual turnover of over £5 million and receives income from membership subscriptions, grants and donations. BBOWT is one of 47 Wildlife Trusts working across the UK, each is a corporate member of the Royal Society of Wildlife Trusts.

Hedgerow Havens is a Partnership Project with Aylesbury Vale District Council (AVDC), working with local landowners, including farmers and Parish Councils. The project aims to deliver a range of wildlife habitat creation and restoration projects, with a focus on the hedgerow network within the project area. The project will be managed by a Steering group comprised of staff from AVDC and BBOWT.

JOB PURPOSE

- To develop and deliver the Hedgerow Havens project

REPORTING LINE

Reports directly to the Buckinghamshire Reserves Officer (North)

STAFF MANAGEMENT

This post has no line reports.

KEY RESPONSIBILITIES

- Create, develop and support local volunteer capacity (e.g. parish-based "Wildlife Champions") to help identify (and possibly deliver) suitable wildlife conservation projects through recognised mechanisms such as hedgerow surveys and parish conservation plans
- Identify and meet with appointed contacts, parishes, farmers, landowners etc. where habitat works can be delivered. Project officer will have discretion to deliver a specified number of small projects directly with relevant parties once all permissions (including landowners) are granted and in writing. Small projects to be reported to the Steering group for information
- Compile larger project ideas with costs ready for consideration by the Hedgerow Havens Steering group (comprising staff from AVDC and BBOWT)

- Monitor the delivery of individual habitat works against agreed criteria set by the Steering group
- Provide parishes, farmers, landowners etc. with information on other sources of funding and details of local volunteer organisations to facilitate further nature conservation activity
- Complete project proposal request forms for approval by Steering group, including all information required as set out in the checklist
- Provide quarterly reports and project budget updates to Steering group
- With line manager, monitor and manage the Project budget to ensure that it is appropriately committed and that there is no overspend
- Ensure that farmers/landowners in receipt of funding sign up to the management agreement
- Promote the project to parishes, farmers, landowners etc. and deal with enquiries from interested parties
- Adhere to all Trust policies, procedures and systems. To represent the Trust in a professional manner and to act at all times in a manner which will not damage its reputation.
- Ensure that all health and safety obligations are met in all aspects of the role
- Engender a culture of membership recruitment within the team
- Any other duties as delegated by the line manager, Director or Chief Executive

PERSON SPECIFICATION

	Essential	Desirable
Minimum of 2 years' experience in applied nature conservation management	✓	
Degree or equivalent in an environmental discipline	✓	
Proven knowledge of ecological principles and habitat management and assessment for a range of habitat types	✓	
Proven identification skills for common biotic groups and surveying experience	✓	
Good communication skills	✓	
The ability to deal with the public, Trust members and volunteers in a friendly and professional manner in a variety of situations	✓	
Experience in drawing up conservation management plans	✓	
Experience of working with landowners, farmers, land managers and parish councils	✓	
Experience of drafting specifications and working with contractors	✓	
A current UK-valid driving licence	✓	
Willingness to work weekends and evenings	✓	
Work planning skills and experience	✓	
Volunteer management skills	✓	
First Aid at Work Certificate	✓*	
Trailer driving on current driving licence (B+E)	✓*	
Current NPTC chainsaw CS30 and CS31 certificates	✓	
Experience of Word, Excel and Outlook	✓	
Experience of scoping and developing projects from earliest stage	✓	
Experience of successful project delivery including budget monitoring, and completion of project objectives in line with set plans	✓	
The ability to produce reports to a high quality	✓	
The ability to work under pressure and to deadlines	✓	
Experience of giving talks, and presentations	✓	
Excellent written and oral communication skills	✓	
Ability and willingness to demonstrate the BBOWT values of Integrity; Respecting Others; Personal Responsibility; Team Work; and Learning Culture	✓	
Knowledge of Agri-environment schemes and the needs of basic cross compliance		✓
Experience of working in partnership with local authorities, nature conservation organisations		✓
Experience of developing volunteer involvement in community initiatives		✓
Experience of working in partnership with community Organisations such as Parish Councils		✓

✓* means that the certification must be achieved within 6 months of being appointed in post (if not already qualified). In these instances, the candidate appointed will receive appropriate training and two opportunities to pass assessments to ensure that they do meet the criteria. The training and assessments will take place within the six month probationary period or a longer period if agreed by the Trust. A consistent failure to achieve an adequate standard in tests for 'essential' skills is likely to mean that the employment will be terminated.

MEASUREMENTS OF SUCCESS

- Successful delivery of habitat improvements across the project area
- Successful management of Project budget
- Creation of effective network of volunteers (Wildlife Champions) based on Parishes