

JOB DESCRIPTION

WARBURG RESERVE WARDEN

Hours of work: 35 hours per week

Type of contract: permanent

Based at: The Warburg Nature Reserve near Henley in Oxfordshire

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.

JOB PURPOSE

- Undertake all aspects of management on the Trust's Warburg Nature Reserve, Warren Bank and Hartslock Nature Reserve and assist with management on Cholsey Marsh and Swain's Wood.
- Responsible for the 109 ha Warburg Reserve.
- Responsible for management of two volunteer Warburg Wildlife Trainees and student placements.
- Responsible for reserve management budget (currently c. £8,000 per annum).
- Responsible for visitor centre, office base and toolstore.

REPORTING LINE

Reports directly to the Senior Reserves Manager (Oxon)

STAFF MANAGEMENT

This post has no formal line reports, but is responsible for supervision and development of the two volunteer Warburg Wildlife Trainees

KEY RESPONSIBILITIES

- Responsible for the on-site management of the Warburg, Warren Bank and Hartslock nature reserves; to carry out all aspects of estate management, maintain and improve visitor facilities, undertake biological surveys, monitoring of work and data entry and assist with management of Cholsey Marsh and Swains Wood when required
- Develop and review Management Plans for the three reserves, in accordance with National, Regional and Local Biodiversity Action Plan targets for species and habitats
- Take responsibility for the Warburg sheep and cattle. Fulfil all legal and ethical obligations to welfare and ownership, particularly regarding health inspections and upkeep of movement and herd/flock records and are kept in accordance with cross-compliance rules
- To co-ordinate, with the ecology team, the monitoring of key species on the Reserves in order to evaluate the effectiveness of management carried out and plan future work
- Responsible for a rolling programme of Tree Safety surveys and Access Audits on Warburg, Warren Bank and Hartslock reserves. Organise necessary safety work by Trust staff or contractors
- Write, implement and supervise contracts to achieve annual project programmes
- Contribute to reserves budget setting and responsible for managing day to day budget for specified reserves and relevant projects
- Maintain CMSi diaries and annual reports, and that work plans are generated through the Trust's CMSi database
- Organise, supervise and mentor the Warburg based Wildlife Trainees (Reserves)
- Recruit, develop, organise, supervise and support teams of volunteers including the two Warburg volunteer teams, Hartslock group in practical reserve management, stock watchers, visitor centre and garden volunteers. Take responsibility for the health and safety of these teams and ensure safe working practices are adhered to at all times
- To develop a programme of walks and other educational events for the general public and specialist groups visiting the Warburg Reserve
- Seek and manage all applicable grant aid relating to appropriate land management and livestock including environmental stewardship
- To ensure the maintenance of all buildings and associated facilities in the Warburg Reserve in liaison with the appropriate Facilities Manager
- To maintain appropriate interpretation facilities at the Warburg Reserve
- To maintain the car park, nature trail and other visitor access paths within the reserve
- Liaise with reserve neighbours and relevant stakeholders over best management
- Attend Reserves Team meetings, full staff meetings and regular planning meetings with the Senior Reserves Manager (Oxfordshire)
- 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
- To ensure that all health and safety obligations are met in all aspects of the role To provide regular reports as required
- To engender a culture of membership recruitment within the team
- Any other duties as delegated by the line manager, Head of Department 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	✓	
Good interpersonal and liaison 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	✓	
Proven practical and livestock handling skills and experience	✓	
A clean, current driving licence	✓	
Working knowledge of health and safety management principles and legislation	✓	
Willingness to work weekends and evenings	✓	
Experience of grant aid application and management	✓	
Budgetary and work planning skills and experience	✓	
Volunteer management skills and experience	✓	
Lantra QCF level 2 & 3 or NPTC CS30 & CS31 chainsaw certificates with minimum 1 year experience of chainsaw use	✓	
Trailer driving qualification	✓*	
NPTC Transport of Livestock by Road (Short Journeys)	✓*	
LANTRA Tractor driving certificate		✓
First Aid at Work Forestry + qualification	✓*	
NPTC Pesticide application certificate		✓
Off road driving certificate	✓*	
Current LANTRA brushcutter certificate	✓	
Experience of Word, Excel, GIS, Recorder and CMSi software		✓
Ability and willingness to demonstrate the BBOWT values of Integrity; Respecting Others; Personal Responsibility; Team Work; and Learning Culture	✓	

MEASUREMENTS OF SUCCESS

- Ability to deliver the Trust's objectives for reserve management
- Amount of supervision required to achieve the above
- Contribution to taking the Trust forward in terms of best management for reserves and other core activities
- Good customer feedback at Warburg nature reserve

✓* 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.