

JOB DESCRIPTION

ASSISTANT RESERVES OFFICER Bucks South (Fixed Term)

Hours of work: 7 hours/1 day per week (Wednesday)

Type of contract: Fixed term contract from 1st June 2021 to the 31st May 2023

Based at: College Lake Nature Reserve, near Tring

Salary Band: A

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 over 80 nature reserves covering 2,500 hectares. We have more than 50,000 members, employ over 100 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 £6 million and receives income from membership subscriptions, grants and donations. BBOWT is one of 46 Wildlife Trusts working across the UK, each is a corporate member of the Royal Society of Wildlife Trusts.

Our mission – To create a Living Landscape across our towns, cities and countryside and inspire our communities to act for nature.

Our aim – To lead the way for nature's recovery and connect people with nature, so that:

- Our soil and water resources are managed to create functioning ecosystems and wildlife-rich places.
- Local communities, decision-makers, landowners and business work with and for nature.
- People recognise their dependence upon nature and its value to their mental and physical wellbeing.

JOB PURPOSE

To assist in the implementation of all aspects of management on the Trust's nature reserves in South Buckinghamshire covering the period of time whilst the Bucks Reserves Officer (Bucks/College Lake) is delivering the 'Celebrating Dancersend' Rothschild Foundation project.

REPORTING LINE

The Temporary Assistant Reserves Officer reports to the Buckinghamshire Reserves Officer (South).

STAFF MANAGEMENT

This post has no staff line reports.

BUDGETARY RESPONSIBILITY

This role has no budgetary responsibility.

KEY RESPONSIBILITIES

- Assist with the on-site management of the nature reserves; to carry out all aspects of estate management, maintain and improve visitor facilities and data entry

- Assist with the welfare checks, treatments, handling and movement of the Trust-owned livestock (cattle, sheep and ponies)
- Organise, supervise and support volunteers in practical reserve management
- Share responsibility for the care and maintenance of the Trust's vehicles, equipment and storage buildings
- Assist with the programme of annual maintenance of power tools held at College Lake
- Work to agreed programmes, as guided by the Buckinghamshire Reserves Officer (South) and Buckinghamshire Senior Land Manager
- Attend all-team meetings and regular team planning meetings with the Buckinghamshire Reserves Team
- Ensure that all health and safety obligations are met in all aspects of the role
- Adhere to all Trust policies, procedures and systems; and to represent the Trust at all times in a professional manner that will not damage its reputation
- 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 1 years' experience in applied nature conservation management (paid or voluntary)	✓	
Degree or equivalent in an environmental discipline		✓
Good knowledge of ecological principles and habitat management and assessment for a range of habitat types	✓	
Experience of working with grazing animals	✓	
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	✓	
Knowledge of Health and Safety legislation	✓	
A current UK-valid driving licence	✓	
Trailer driving qualification or on licence		✓
Own vehicle available for some business use	✓	
Willingness to work evenings and weekends as necessary		✓
Work planning skills and experience		✓
An ability to work with a minimum of supervision and show high levels of initiative to achieve results with limited human and financial resources	✓	
Supervisory skills or experience leading volunteers	✓	
Current NPTC CS30 and CS31 chainsaw certification	✓	
First aid at work qualification + Forestry	✓	

Off road driving certificate		✓
Current LANTRA brushcutter certificate		✓
Ability and willingness to demonstrate the BBOWT behaviours of Connect; Grow; Lead by Example; Positivity; and Conscious Inclusion	✓	
Experience of Word, Excel, GIS, Recorder and CMS		✓
Resides within easy travelling distance of College Lake	✓	

MEASUREMENTS OF SUCCESS

- Ability to deliver the Trust's objectives for reserve management
- Amount of supervision required to achieve the above
- Positive feedback from members, volunteers and visitors