**JOB DESCRIPTION**

## RESERVES OFFICER (OXFORDSHIRE)

Hours of work: 35 hours per week

Type of contract: Permanent

Based at: Chimney Meadows Nature Reserve

Salary Band: B

# BACKGROUND

The Berkshire, Buckinghamshire and Oxfordshire Wildlife Trust (BBOWT) is the only charity working to safeguard wildlife and natural landscapes across the three counties. Founded in 1959 by a small group of volunteers, we now have more than 27,000 memberships and 1,700 volunteers. We own or manage more than 80 nature reserves and work in partnership on conservation projects with local communities, businesses, landowners and local authorities. Each year around 12,000 schoolchildren visit our four education centres. We have strong finances, with an annual turnover of £6 million and we’re proud of our highly effective and dedicated team of 150 staff.

BBOWT is part of a national network of 46 Wildlife Trusts, which means our work has a bigger impact, making a difference for wildlife beyond our three counties.

Our ‘Wilder’ plan for 2021-2026 sets one simple overarching aim: to create more nature everywhere. To do this, we need to inspire people to take action and do all we can to restore wilder landscapes.

Our three main goals are to:

* Put nature into recovery
* Empower people to act for nature
* Secure our future

**JOB PURPOSE**

Undertake all aspects of management on the Trust’s Oxfordshire nature reserves.

**REPORTING LINE**

The Reserves Officer reports to the Chimney Meadows Estate Manager.

**STAFF MANAGEMENT**

This post has no formal line reports.

**BUDGETARY RESPONSIBILITY**

Management of budgets as specified by line manager, to include externally funded projects.

## KEY RESPONSIBILITIES

* Share responsibility for the on-site management of the nature reserves; to carry out all aspects of estate management, maintain and improve visitor facilities, undertake biological surveys, monitoring of work and data entry.
* To share responsibility for the care and maintenance of the Trust’s vehicles, equipment and buildings at Chimney Meadows Nature Reserve in liaison with the Facilities Manager as appropriate.
* Recruit, develop, organise, and support teams of volunteers as required in practical reserve management and grazing. Take responsibility for the health and safety of these teams and ensure safe working practices are adhered to at all times.
* Organise, supervise and mentor the Chimney based Wildlife Trainees (Reserves).
* Manage the day-to-day requirements of conservation grazing animals including sheep, cattle and ponies to ensure a high standard of health and welfare, and organise the movement of animals between sites.
* Assist with the management and development of the livestock breeding programme to ensure sustainability within BBOWT.
* Complete requisite paperwork and records to ensure legal and health and safety compliance.
* Shared responsibility for the management of graziers and contractors on Oxfordshire reserves.
* Formulate and work to agreed programmes, reserve management plans and team work plans, as guided by your line manager.
* To be responsible for own management of activity area budgets and contribute to budget setting process, as agreed with line manager.
* Contribute to the production of reserve management plans, agri-environment schemes and other policies or strategies.
* To assist with the rolling programme of tree safety surveys and Access Audits on Oxfordshire reserves and organise necessary tree safety work by Trust staff or contractors.
* Attend Reserves Team meetings, full staff meetings and regular planning meetings with your line manager. Attend Volunteer Warden meetings as required.
* Contribute to the annual programme of Trust guided walks and volunteer training events and workshops. Represent the Trust at other events on occasion as required.
* Ensure that all health and safety obligations are met in all aspects of the role.
* Deal with all visitor enquiries and other visitor related issues in a friendly professional manner.
* Deputise for the Chimney Estates Manager when required.
* 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.
* Provide regular reports as required.
* 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

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| --- | --- | --- |
|  | **Essential** | **Desirable** |
| Minimum of 2 years’ experience in applied nature conservation management (paid or voluntary) | ü |  |
| Proven knowledge of ecological principles and habitat management and assessment for a range of habitat types | ü |  |
| Proven identification skills for common biotic groups | ü |  |
| Experience of a range of practical conservation techniques | ü |  |
| Proven practical livestock handling skills and experience in grazing animal management and welfare | ü |  |
| Knowledge of conservation grazing systems | ü |  |
| Volunteer management skills and experience | ✓ |  |
| Ability to communicate and build rapport with a wide range of staff, volunteers and partners. | ü |  |
| A current UK-valid driving licence | ü |  |
| Tractor driving certificate | ✓\* |  |
| Off road driving certificate | ✓\* |  |
| First aid at work Forestry plus qualification | ✓\* |  |
| QCF level 2 and 3 chainsaw certification or equivalent | ✓\* |  |
| Tree safety assessment training | ✓\* |  |
| Current LANTRA brushcutter certificate | ✓\* |  |
| NPTC Transport of Livestock by Road (Short Journeys) | ü\* |  |
| Trailer driving experience | ✓ |  |
| Willingness to work evenings and weekends as necessary | ü |  |
| Degree or equivalent in an environmental discipline |  | ü |
| Own vehicle available for some business use |  | ü |
| Budgetary and work planning skills and experience |  | ü |
| Current pesticides application certification |  | ✓ |
| Ability to supervise contractors |  | ü |
| Knowledge of Health and Safety legislation |  | ü |
| Experience of Word, Excel, GIS, Recorder and CMSi software |  | ü |
| Ability and willingness to demonstrate the BBOWT behaviours of Connect; Grow; Lead by Example; Positivity; and Conscious Inclusion | ü |  |

\* 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**

* Delivery of the Trust’s objectives for reserve management in Oxfordshire
* Effective line management of the Wildlife Trainees
* A supported and happy reserve volunteers in Oxfordshire
* The amount of supervision required to achieve the above