

JOB DESCRIPTION

Upper Ray Reserves Officer (Maternity Cover)

Hours of work: Full-time (35 hours a week)

Type of contract: Permanent

Based at Meadow Farm. Nr Bicester, hybrid working available

Rank 6

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

- Deliver the objectives across the Upper Ray Reserves, Rushbeds wood, Calvert Jubilee and Foxcote Reservoir in accordance with site management plans and oversee the management of all the North Bucks reserves.

REPORTING LINE

Reports directly to Senior Land Manager (Buckinghamshire).

STAFF MANAGEMENT

Several Key Volunteers report to this position.

KEY RESPONSIBILITIES

- Carry out all aspects of on-site management of the nature reserves; estate and conservation management in accordance with DEFRA Cross-compliance rules, site management plans and agri-environment schemes.
- To be responsible for the care and maintenance of the Trust's vehicles, equipment, power tools and storage buildings.
- To ensure the maintenance of all visitor facilities across designated reserves carrying out annual access audits.
- To work with the Reserves Ecology team and other ecological surveyors to implement a programme of surveying and monitoring of flora and fauna in order to evaluate the effectiveness of management carried out and plan future work.
- Recruit, organise, supervise and support wildlife trust volunteers (Wildlife Trainees/field team volunteers/volunteer wardens/key volunteers/stock watchers etc). Take responsibility for the health and safety of volunteer teams working on reserves, and ensure safe working practices are adhered to at all times.
- Plan, deliver and supervise reserve management contracts.
- Working with graziers to ensure grassland management objectives are met across designated reserves.

- Formulate and work to agreed programmes and budgets, guided by the Senior Land Manager, reserve management plans and other planning documents.
- To work alongside the Bucks Senior Land Manager to develop and implement externally funded projects.
- Attend Reserves Team meetings, All Team meetings and regular planning meetings. Attend one-to-one meetings with your line manager.
- Contribute to the annual programme of Trust guided walks and volunteer training events and workshops. Represent the Trust at other events from time to time.
- Seek to maintain positive relationships with site neighbours and refer them to BBOWT's Land Advice service as required.
- Work closely with all Trust personnel and support other Trust activities as and when necessary.
- 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 regularly update CMS and complete diary entries and annual reporting.
- Respond to external enquiries, 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
Qualifications	
Current NPTC chainsaw CS30 and CS31 certificates	✓
Current First Aid at Work certificate + Forestry	✓
Trailer driving on current driving licence (B+E)	✓
Experience and skills	
Minimum of 2 years' experience in applied nature conservation management	✓
Knowledge of ecological principles and habitat management and assessment for a range of habitat types and especially meadow and wetland habitats	✓
Proven practical conservation skills	✓
Demonstrable identification skills for relevant, common biotic groups	✓
Experience of implementing management plans and work plans	✓
Ability to develop and manage a team of practical volunteers	✓
Experience of Word, Excel	✓
Personal attributes	
Ability to work with minimum supervision and show high levels of initiative to achieve results	✓
Organised and efficient, with the ability to be flexible and respond to changing circumstances	✓
The ability to deal with the public, Trust members and volunteers in a friendly and professional manner, in a variety of situations	✓
Willingness to work weekends and evenings as necessary	✓
Excellent interpersonal and communication skills	✓

MEASUREMENTS OF SUCCESS

- Delivery of conservation objectives for Upper Ray reserves, Rushbeds Wood, Calvert Jubilee and Foxcote Reservoir through practical management.
- Practical volunteer team including Wildlife Trainee's and Field Team recruited to support the delivery of conservation on North Bucks Reserves
- Positive relationships maintained with Key Volunteers, graziers and contractors.
- Recruitment, training and support of Wildlife Trainees
- Delivery of work programmes to agreed timetable
- Continued good relations with staff, volunteers and public
- 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