

Job Description

Oxon Reserves Officer

Hours of work: 21 hours per week (flexible in how worked)

Type of contract: Permanent

Based at: Chimney Meadows, Bampton, Oxon. Hybrid working available

Croner rank: 6

Job Purpose

To undertake all aspects of management on Chimney Meadows Duxford Old River.

Reporting Line

The post holder reports to the Chimney Meadows Estate Manager.

Line Management

No employee line management. May mentor Key Volunteers.

Budgetary Responsibility

Management of budgets as specified by the line manager to include externally funded projects. Contributes information to the budget setting process.

Key Responsibilities

- Responsible for the management of the Duxford Old River land on Chimney Meadows and Biodiversity Net Gain (BNG) project.
- Plan, deliver and supervise reserve management contracts and graziers.
- Responsible for the movement and safety of Trust owned livestock (cattle) when deployed on Duxford. Fulfil all legal and ethical obligations with regards to welfare and ownership. Keep all necessary records associated with livestock.
- Formulate and work to agreed programmes, reserve management plans and team work plans, as guided by your line manager.
- Contribute to the production of reserve management plans, agri-environment schemes and other policies or strategies.
- Develop and run an annual programme of BBOWT guided walks and events on Oxon reserves.
- Recruit, develop, organise and support teams of volunteers to provide practical reserve management.
- Attend meetings as requested by your line manager.
- Ensure that all health and safety obligations are met in all aspects of the role, including with reference to volunteers.
- Adhere to all BBOWT policies, procedures and systems.
- To represent BBOWT in a professional manner and to act at all times in a manner which will not damage its reputation.
- Provide regular reports as requested by line manager.
- Engender a culture of membership recruitment within the team.
- Any other duties as delegated by the line manager, Director or Chief Executive.

Person Specification

- Significant knowledge of, and ability to apply, nature conservation management skills and ecological principles.
- In depth knowledge of ecological principles and habitat management and assessment for a range of habitat types.
- Excellent identification skills for common biotic groups.
- Ability to appropriately select and competently apply a wide range of practical conservation techniques.
- Able to communicate appropriately and effectively with a wide range of audiences.
- Excellent project management skills including managing contractors and graziers.
- Willing and able to work evenings and weekends.
- Knowledge of Health and Safety legislation.
- Competent in use of MS Office applications.
- Ability and willingness to demonstrate the BBOWT behaviours and values.
- Current UK valid car driving licence.
- Tractor driving certificate *
- Off road driving certificate*
- First Aid at work Forestry plus*
- Current LANTRA brushcutter certificate*

* 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. Failure to achieve an adequate standard in tests for these skills is likely to mean that the employment will be terminated.

Measurements Of Success

- Ability to deliver the Trusts objectives for reserve management on Duxford Old River
- Amount of supervision required to achieve the above

This post will be DBS checked at basic level. A criminal conviction will not necessarily be a bar to obtaining the position. BBOWT will not unfairly discriminate on the basis of criminal convictions. BBOWT's policy regarding this matter and the Disclosure and Barring Service Code of Practice are available on request.