

Job Description

Reserves Officer (North Bucks)

Hours of work: 35 hours per week

Type of contract: Permanent

Based at: Based at Meadow Farm with some hybrid working available

Croner rank: 6

Job Purpose

Implement all aspects of reserves and access management across suit of nature reserves in North Bucks

Reporting Line

The North Bucks Reserves Officer reports to the Senior Land Manager (Bucks)

Line Management

Line manages the Assistant Reserves Officer (ARO) North Bucks

Key Responsibilities

- Carry out all aspects of on-site management across a number of North Bucks Nature Reserves in accordance with site management plans and /or agri-environment schemes. to carry out all aspects of estate management, maintain and improve visitor facilities.
- Formulate and work to a programme of habitat management and access works as guided by the Senior Land Manager (Bucks) site Management Plans and Countryside Stewardship Agreements.
- Recruitment, induction and line management of North Bucks ARO
- Recruit, develop, organise, and support key volunteers and teams of volunteers
- Manage agreed budgets for agreed North Bucks reserves, delivering an agreed programme, planning, deliver and supervise reserve management contracts.
- Working with external graziers to ensure agri-environment grassland management objectives are met across reserves.
- Plan, deliver and supervise reserve management contracts
- Undertake annual H&S access audit and to maintain the car park, picnic areas other visitor access infrastructure within the reserves
- To share responsibility for the care and maintenance of the Trust's vehicles, equipment, power tools and storage buildings at Meadow farm.
- Lead in a culture of collaborative, cross-departmental working that is inclusive of staff and volunteers
- Take lead role within Meadow Farm office being first liaison point for Facilities Manager, Farm advice team and Wildlife Fundraising Company (WFC)
- Attend Reserves Team meetings, all-staff meetings and regular planning meetings. Attend one-to-one meetings with your line manager
- To work alongside the Bucks Senior Land Manager to develop and implement externally funded projects.
- Adhere to all Trust policies, procedures and systems
- 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

- Ability to appropriately select and competently apply a range of practical conservation techniques.
- In depth skills and knowledge of ecological principles, habitat management and assessment for a range of habitat types
- Ability to identify common biotic groups
- Skilled at presenting information at the appropriate level to a wide range of audiences including individuals and groups across a range of media types (group presentations, social media, formal reports)
- The ability to deal with a broad range of audiences including the public, Trust members and volunteers in a friendly and professional manner in a variety of situations
- Skills and knowledge in managing staff, volunteers and contractors
- Willingness to work weekends, and occasional evenings.
- Budgetary and work planning skills and knowledge
- Knowledge of Health and Safety management principles and legislation
- Current City & Guilds NPTC 003920 Level 2 Certificate of Competence in Chainsaw Maintenance and Cross Cutting (CS30) and 0039-21 Level 2 Certificate of Competence in Felling Small Trees up to 380mm (CS31) chainsaw certification
- First Aid at Work Forestry + qualification*
- Safe use of Pesticides PA1 and PA6*
- Current LANTRA brushcutter certificate*
- Trailer driving qualification*
- Tractor driving certificate*
- Off road 4x4 driving certificate*
- Safe Use of ATV*
- LANTRA basic tree H&S inspection*
- Competent in use of MS Office functions such as Word and Outlook and intermediate Excel
- Ability and willingness to demonstrate the BBOWT behaviours and values
- Current UK valid manual car driving licence

* means that the certification must be achieved within 6 months of being appointed in post (if not already qualified). The candidate appointed will receive appropriate training and two opportunities to pass assessments to ensure that they meet the criteria. A consistent failure to achieve an adequate standard in tests is likely to mean that the employment will be terminated.

Measurements of Success

- Ability to deliver the Trust's objectives for reserve management in Buckinghamshire
- Effective line management of North Bucks ARO
- Amount of supervision required to achieve the above
- Positive feedback from members, volunteers and visitors

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.