

Job Description

Reserves Officer (Snelsmore)

Hours of work: 35 hours per week

Type of contract: Permanent

Based at: Estovers, Greenham Common, Newbury, with some hybrid working available

Croner rank: 6

Job Purpose

To implement all aspects of reserves and access management at Snelsmore Common

Reporting Line

The post holder reports to the Land Manager (West) and manages Seasonal Wardens

Key Responsibilities

- Carry out all aspects of on-site management on Snelsmore Common including estate and conservation management, maintain and improve visitor facilities, visitor and people management, surveying of users, undertake biological surveys, monitoring of work, data entry
- To share responsibility for the care and maintenance of the Trust's vehicles, equipment and storage facilities at Snelsmore and Estovers
- Formulate and work to agreed programmes and budgets, guided by Land Manager (West), reserve management plans, and Countryside Stewardship Agreement, and team work plans
- Plan, deliver and supervise reserve management contracts, working to an agreed budget. Provide a regular on-site presence during the bird breeding season, engaging with visitors, informing them about the commons, the heathland and its wildlife and encouraging them to keep to paths and to keep dogs under control during the bird-nesting season
- Recruitment, induction and line management of Seasonal Wardens
- Contribute to the annual programme of Trust guided walks and, events focusing on promoting the habitats and species found on site, and encouraging responsible site usage in relation to seasonal access restrictions
- Contribute towards annual warden report, leading on content for Snelsmore
- To provide regular wildlife information in print, on social media (Twitter, Facebook etc.) and in the local press
- Deal with and address visitor enquiries and other visitor related issues in a friendly professional manner
- Share responsibility for the Trust-owned ponies at Snelsmore Common. Fulfil all legal and ethical obligations with regards to welfare and ownership, and take lead on managing stock watchers
- Recruit, organise, supervise and support key volunteers and teams of volunteers
- Undertake annual H&S access audit and to maintain the car park, picnic areas other visitor access infrastructure within the reserve
- Contribute to the production of reserve management plans, agri-environment schemes and other policies or strategies.
- Liaise with relevant members of BBOWT teams and external agencies over reserve management
- Attend Reserves Team meetings, full staff meetings and regular planning meetings with the wider Berkshire reserves team
- Ensure that all health and safety obligations are met in all aspects of the role
- Provide regular reports as required
- Adhere to all BBOWT policies, procedures and systems

- Any other duties as delegated by the line manager, Head of Department of 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
- Ability to appropriately select and competently apply a range of practical conservation techniques
- Livestock handling and welfare skills and knowledge
- Able to identify common biotic groups
- Able to effectively manage volunteers and line reports
- Able to communicate effectively, 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)
- Skills and knowledge of project management, including managing contractors
- Budgetary and work planning skills and knowledge
- Willingness to work weekends, and occasional evenings
- Knowledge of Health and Safety management principles and legislation
- Off road driving certificate*
- First Aid at work Forestry plus qualification*
- Current LANTRA brushcutter certificate
- Lantra QCF level 2 and 3 or NPTC CS30/31 Chainsaw qualification with one year's experience
- Trailer driving qualification*
- Safe Use of ATV*
- Competent in use of MS Office applications
- Ability and willingness to demonstrate the BBOWT behaviours and values
- Current UK valid manual car driving licence.

Measurements Of Success

- Delivery of the Trust's objectives for reserve management in Berkshire
- Effective line management of seasonal wardens
- Supported and happy reserve volunteers at Snelsmore Common
- Positive feedback from members, volunteers and visitors
- Programme of engagement and events delivered and coordinated at Snelsmore and Greenham
- 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.