

## **Job Description**

### **Assistant Reserves Officer (North Bucks)**

**Hours of work:** 35 hours per week (some flexibility in how worked)

**Type of contract:** Fixed term contract (end date 31 March 2027) with potential for extension

**Based at:** Meadow Farm with travel to other sites as required.

**Croner rank:** 7

### **Line Management**

The post holder will report to the Upper Ray Reserves Officer.

### **Job Purpose**

To assist in the delivery of key objectives across the North Bucks reserves in accordance with site management plans and agri-environment schemes.

### **Key Responsibilities**

- Share responsibility for the on-site management of the north Buckinghamshire nature reserves; carry out all aspects of estate management, including habitat and infrastructure work, maintenance and improvement of visitor facilities, occasional biological survey and monitoring work, and regular computer-based and application-based admin.
- Responsible for the care and maintenance of the BBOWT's vehicles and equipment, and share responsibility for the Trust's storage buildings.
- Give day-to-day supervision and support to volunteers and the Wildlife Trainees; and assist the weekly Mid-week field team.
- Help with the formulation of, and work to, agreed programmes, guided by the Reserves Officers, including contributing to the production of work plans.
- Deputise for the Reserves Officers when required.
- Assist in the delivery of Biodiversity Net Gain (BNG) objectives
- Working with graziers to ensure grassland management objectives are met across designated reserves.
- 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
- Any other duties as delegated by the Line Manager, Director or Chief Executive.

### **Person Specification**

- Skills in, and knowledge of, applied nature conservation management
- Knowledge of UK wildlife and habitats
- Some knowledge of ecological principles and habitat management and assessment for a range of habitat types
- The ability to deal with the public, Trust members and volunteers in a friendly and professional manner in a variety of situations
- Work planning skills and knowledge
- Ability to supervise practical work groups
- Trailer driving qualification \*
- Current NPTC CS30 and CS31 chainsaw certification \*
- First aid at work qualification \*
- Off road driving certificate \*

- Current pesticides application certification \*
- A current UK-valid car driving licence
- Willingness to work evenings and weekends as necessary
- Competent in use of MS Office functions such as Word, Outlook and Excel
- Ability and willingness to demonstrate the BBOWT behaviours and values

\* 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 BBOWT's objectives for reserve management
- Amount of supervision required to achieve the above
- Contribution to taking BBOWT forward in terms of best management for reserves and other core activities
- 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.