

## **Job Description**

### **Job Title: Fen Futures Project Officer**

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

**Type of contract:** Fixed Term - 01/09/2026 to 28/02/2029

**Based at:** Chimney Meadows, Oxfordshire and Bury Knowle House, Headington with travel to other sites as required. Hybrid working available.

**Croner rank:** 5

### **Job Purpose**

BBOWT and Freshwater Habitats Trust (FHT) have secured funding for a project focussing on conservation of endangered invertebrates of lowland alkaline fen; the Southern Damselfly and three species of Soldierfly at 11 fen sites in West Oxfordshire.

### **Reporting Line**

The post holder reports to the BBOWT Oxfordshire Senior Land Manager and to the FHT Senior Project Officer in accordance with split working days.

### **Line Management**

No line reports

### **Key Responsibilities**

- Delivery of Fen Futures project goals
- Formulate and work to agreed programmes, reserve management plans and team workplans, as guided by your line manager
- Support research through collection of invertebrate DNA samples and other data
- Regular reporting to the funder including timesheets and project progress
- Reporting to BBOWT and FHT staff
- Selection, procuring, planning and supervising contractors carrying out habitat management works and monitoring
- Recruitment, development and supervision of BBOWT volunteers
- Working with relevant BBOWT employees plan and deliver work on BBOWT fen reserves
- Working with FHT to plan and deliver work on fen sites managed by FHT
- Managing project budget and purchasing equipment
- Ensure that all health and safety obligations are met in all aspects of the role, inclusive of volunteers.
- Adhere to all BBOWT and FHT policies, procedures and systems in accordance with split working days
- Attending relevant BBOWT and FHT meetings
- Developing and delivering walks/talks/media/social media to promote the project and importance of the key species and habitats
- To represent BBOWT and FHT in a professional manner and to always act in a manner which will not damage their reputation
- Any other duties as delegated by the Line Manager or Director

## Person Specification

- Working with a wide range of stakeholders and willingness to work with two organisations
- Current UK valid, full manual car driving licence
- Good working knowledge of, and ability to appropriately apply, ecological principles.
- Ability to assess for a range of habitat types.
- Able to identify common biotic groups.
- Ability to appropriately select and competently apply a wide range of practical conservation techniques with a focus on managing vegetation and trees in wetlands.
- Able to communicate appropriately and effectively with a wide range of audiences.
- Excellent project management skills including managing contractors and working to a project budget and deadlines.
- Willing and able to work occasional evenings and weekends.
- Knowledge of Health and Safety legislation.
- Competent in use of MS Office functions such as Word and Outlook and Excel
- Ability and willingness to demonstrate the BBOWT behaviours and values.
- Off road driving certificate\*
- First Aid at work Forestry plus\*
- Current LANTRA brushcutter certificate\*
- Lantra QCF level 2 and 3 or NPTC CS30/31 Chainsaw qualification\*

\* This training and certification may be attained within the first 6 months in post. A failure to pass these tests is likely to mean that the employment will be terminated.

## Measurements of Success

- Delivery of project milestones on time and within budget, supported by accurate reporting to the funder, BBOWT and FHT
- Successfully managing time on the project between BBOWT and FHT objectives
- Amount of supervision required to achieve the above
- Evidence of positive outcomes contributing to conservation of the target species

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.