

Job Description

Assistant Reserves Officer (East Berks)

Hours of work: 35 hours per week

Contract type: Fixed term

Based at: Woolley Firs, Maidenhead with travel to other sites as required.

Croner Rank: 7

The post holder reports to the Reserves Officer. This post has no line reports.

Job Purpose

To assist in the implementation of all aspects of management on BBOWT's nature reserves in Berkshire, as managed by the East Berkshire Reserves Team.

Key Responsibilities

- Share responsibility for the on-site management of the Berkshire nature reserves; carry out all aspects of estate management, including habitat and infrastructure work, livestock management, 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 manage the weekly Mid-week conservation volunteer team.
- Assist with the movement, handling and welfare checks of the Trust-owned livestock (cattle and sheep), and monitor licensed grazing programmes on reserves.
- Help with the formulation of, and work to, agreed programmes, guided by the Reserves Officers and Land Manager, including contributing to the production of quarterly work plans.
- Deputise for the Reserves Officers when required.
- 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
- Good levels of initiative to achieve results with limited human and financial resources
- Ability to supervise practical work groups
- NPTC Transport of Livestock by Road (Short Journeys) *
- Trailer driving qualification *
- NPTC CS30 and CS31 chainsaw certification *
- NPTC Brushcutter certificate *
- First aid at work qualification *
- Off road driving certificate *
- Pesticide use and application - PA1 & PA6MC (to be achieved within 1st year of role).

- A willingness to work with livestock
- 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.