

## **Job Description**

### **Berkshire Reserves Officer (Part-time)**

**Hours of work:** 28 hours per week (Tuesday-Friday)

**Type of contract:** Permanent

**Based at:** Woolley Firs, Maidenhead with travel to other sites as required. Some hybrid working available.

**Croner rank:** 6

### **Job Purpose**

To implement all aspects of management of the Trust's nature reserves in Berkshire focussing on reserves that come under the Management of the East Berks team.

### **Reporting Line**

The post holder reports to the Land Manager Berkshire (East)

### **Line Management**

This post has no formal line reports.

### **Key Responsibilities**

- Carry out all aspects of on-site management of the nature reserves; estate and conservation management, including access and infrastructure maintenance and improvement.
- To share responsibility for the care and maintenance of the Trust's vehicles, equipment and storage facilities.
- Plan, deliver and supervise reserve management contracts.
- Responsible for the movement and safety of Trust-owned livestock when deployed in Berkshire. Fulfil all legal and ethical obligations with regards to welfare and ownership. Keep all necessary records associated with livestock and formulate livestock movement schedules as required.
- Formulate and work to agreed programmes, reserve management plans and team work plans, as guided by your line manager.
- Recruit, develop, organise and support key volunteers and teams of volunteers to provide practical reserve management and grazing.
- Contribute to the production of reserve management plans, agri-environment schemes and other policies or strategies.
- Contribute to BBOWT guided walks and events on Berkshire reserves.
- Recruit, develop, organise and support key volunteers and teams of volunteers to provide practical reserve management and grazing.
- Attend meetings as requested by your line manager.
- Ensure that all health and safety obligations are met in all aspects of the role, including with reference to volunteers.
- Adhere to all BBOWT policies, procedures and systems.
- Provide regular reports as requested by line manager.
- Engender a culture of membership recruitment within the team.
- Any other duties as delegated by the 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 wide range of practical conservation techniques.
- Able to communicate appropriately and effectively with a wide range of audiences.
- Excellent project management skills including managing contractors.
- Willing and able to work some evenings and weekends.
- Knowledge of Health and Safety legislation.
- Competent in use of MS Office applications.
- Ability and willingness to demonstrate the BBOWT behaviours and values.
- Current UK valid manual car driving licence with ability to drive a trailer.
- 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 with one years' experience\*.

✓\* means that the certification must be achieved within 6 months of being appointed in post (if not already qualified). In these instances, the candidate appointed will receive appropriate training and two opportunities to pass assessments to ensure that they do meet the criteria. The training and assessments will take place within the six-month probationary period or a longer period if agreed by the Trust. A consistent failure to achieve an adequate standard in tests for 'essential' skills is likely to mean that the employment will be terminated.

## **Measurements of success**

- Ability to deliver the Trust's objectives for reserve management in Berkshire
- Supported and happy reserve volunteers in Berkshire.
- 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.