



Ymddiriedolaeth  
Natur  
**Gwent**  
Wildlife Trust

# Nature Reserves Officer

January 2026

# Welcome!

Welcome and thank you for your interest in the role of Nature Reserves Officer at Gwent Wildlife Trust.

Gwent Wildlife Trust is a charity dedicated to nurturing and restoring our wildlife, part of a network of Wildlife Trusts across the UK. For over 60 years, we have been the leading conservation charity in Gwent, protecting wildlife and our natural environment, working to educate and empower people to understand and care about the natural world wherever they live, and influencing governments and others to make our corner of Wales a better place, richer in wildlife and more enjoyable for all.

Established in 1963, we share decades of ecological experience, learning and evidence to protect wild places and wildlife with and for the people of Gwent. We own and manage over 28 nature reserves covering 701Ha, all freely open to the public, and support other landowners and communities to manage land for wildlife. We have over 8,000 members and 400 volunteers, and several local groups that champion community action for wildlife.

We are part of a movement of 5 Wildlife Trusts in Wales and 46 Wildlife Trusts in the UK, Alderney and the Isle of Man. More than 944,000 members and 38,000 volunteers work together with the Wildlife Trusts to make their local area wilder and make nature part of life, for everyone.

Within the rest of this pack, you will find further information about the job description alongside our vision, mission and values. We hope this stimulates your interest and if you recognise yourself in our vision, beliefs and person specification, we look forward to hearing from you.

# Thank you!





# Our Vision

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Our vision is of people close to nature in a landscape rich in wildlife.



# Our Mission

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Our mission is to help nature recover and support people to take action for nature in a changing world



Our mission is to stem the decline in biodiversity whilst addressing the climate crisis that threatens Gwent's people and wildlife. We will stand up for wildlife and promise to sustain our enthusiasm and effort for the long-term benefit of nature. We are driving a people-powered nature recovery that is informed by science and encourages diversity and participation for all. We are sustained by our vision of people close to nature in a landscape rich in wildlife.

Report after report has shown the devastating loss of wildlife in recent years. Across the UK, the average abundance of wildlife has declined by 13% since 1970. Over 600 species are threatened with extinction in Wales. Nightingales no longer nest in Gwent and the sound of the cuckoo is becoming scarcer and scarcer.

Wildlife and wild places are becoming more important to people than ever. Visitors to our reserves have told us how visiting these natural havens has benefitted them personally.

To read more about how we work and our impact, visit our website at [www.gwentwildlife.org](http://www.gwentwildlife.org)



# Role Description

<b>Job Title</b>	Nature Reserves Officer
<b>Location:</b>	Eastern Valleys of Gwent, Offices in Ebbw Vale and HQ near Pontypool. Occasional work across the rest of Gwent.
<b>Reports to:</b>	Nature Recovery Manager
<b>Responsible For:</b>	Trainees and Volunteers
<b>Salary:</b>	£26,473 to £28,203
<b>Contract:</b>	Full time, permanent contract (35 hours per week). Part time will be considered.

## Overall Purpose of the job:

- To manage our nature reserves for wildlife and those that visit in the Eastern Valleys area
- Oversee practical action and engagement activities for volunteers and other groups on our Eastern Valleys Nature Reserves
- Work with graziers, neighbours and partners to help ensure we are managing our nature reserves as efficiently as possible





# Main Responsibilities

- Complete practical management tasks including, but not limited to, chain-sawing, brush-cutting, tractor driving, fencing, hedging, etc. to deliver the activities of the sites management plans
- Provide practical training to trainees and volunteers, and maintain a network of volunteers, organising a weekly work party for volunteers at GWT nature reserves
- Liaise with NRW and other statutory bodies in seeking consents for works to be carried out
- Work with GWT's Evidence Team to develop and deliver species survey and habitat monitoring, to understand the impacts of different management practices, so these can always be improved
- Work with the Head of Nature Recovery, Nature Recovery Manager and Fundraising Officer to help to devise, develop, fund and manage projects that deliver against GWT's Strategy and Business Plan
- Input into an annual budget for your work, and contribute towards the development of project and GWT-wide budgets
- Ensure the terms of funding agreements and agri-environment schemes are met, that records are kept, and that claims are submitted on time
- Work with fellow Nature Reserves Officers to complete practical management tasks as a team and ensure coordination of works
- Assist the Senior Conservation Grazing Officer when needed to manage GWT's livestock and the livestock of external graziers including, on occasion, being on call for livestock duties, for example, when the Senior Conservation Grazing Officer is on leave
- Work in the office on a fixed day each week to complete administration tasks with the rest of the Nature Recovery Team
- Read and abide by all of GWT's Policies, Processes and Practices with particular reference to the Staff and Organisational Handbooks, HR Policies and Health and Safety Management System
- Ensure all mandatory training is kept up to date
- Support the production of nature reserve management plans and their continued revision
- Develop and maintain good relationships with partners, neighbours, graziers and volunteers
- Attend meetings of the Trust including but not limited to All Staff meetings and One to One meetings with your line manager
- Promote membership of GWT and represent your work and GWT's projects and campaigns in the media as required.
- Carry out any other varied duties that may be required, appropriate to the nature of the post

## The Post

The Nature Reserves Officers sit within the Nature Recovery Team, which oversees the management of GWT's estate to increase species populations and habitat resilience across Gwent. The role works alongside the Senior Conservation Grazing Officer and reports to the Nature Recovery Manager.

Working together, each Nature Reserves Officer contributes to GWT's nature reserves being the best they can be for both wildlife and people and help to turn the tide on nature's decline. In light of the significant threats we face including climate change and biodiversity collapse, Nature Reserves Officers will have the opportunity to trial new approaches including working alongside the Nature-Based Solutions Team to demonstrate on our nature reserves how the restoration of ecosystem services can deliver for people and wildlife and ensure our management adapts to new information collated by our Evidence Team.

## Personal Qualities

As a tightly-knit organisation, it is important to us that the people we employ are a good fit for our culture and values, we therefore place a strong emphasis on personal qualities. We are looking for a team player, comfortable following and supporting others, or leading the group. Someone who is eager to learn with a responsible attitude and a mature, flexible approach

The position is subject to an enhanced Disclosure and Barring Service check.



# Person Specification

## Experience

- Demonstrable experience of wildlife habitat management (E)
- Managing volunteers and leading volunteer groups (E)
- Maintenance and use of tools, equipment and machinery (E)
- Experience of working within an environment where Health and Safety is always a central focus (E)
- Managing livestock for conservation (cattle, sheep and ponies) (D)
- Producing and managing contracts and grazing agreements (D)

## Skills

- Good communication skills (E)
- Good organisational and time management skills (E)
- Excellent interpersonal skills (E)
- Full, clean driving license (E)
- Ability to work in a busy environment to deadlines, managing multiple priorities (E)
- IT literate (E) - Microsoft Office including Excel (E)

## Knowledge and Qualifications

- Practical qualifications including chain-sawing (D), brush-cutting (D), quad bike (D), first aid (D), towing trailers (D), tractor driving (D)
- An understanding of the principles of wildlife biology and conservation (D)
- Land management techniques including fencing, hedging and drystone walling (D)
- Welsh language (D)

Candidates should be able to demonstrate commitment to equal opportunities and be able to work out-of-office hours occasionally. The post holder will be required to attend other meetings elsewhere in Gwent and occasionally elsewhere in the UK.







Credit: Andy Karran

## Terms of Employment

This is a full time permanent contract (35 hours per week) and is subject to a to a 6 month probationary period. Due to the nature of the Trust's work, occasional evening or weekend work may be necessary for which time off in lieu will be given.

We offer additional benefits including group life assurance of two times salary, a contributory pension scheme with 6% employer contributions and an employee assistance programme. The postholder is entitled to 25 days paid leave per year (pro rata) in addition to public bank holidays and Christmas closing period.

Our head quarters are at Mamhilad Park Estate, Pontypool. The estate is home to an onsite gym, café and nursery. Hybrid working arrangements are available in discussion with your line manager.





## Equal Opportunities

In accordance with our Equal Opportunities policy, Gwent Wildlife Trust will ensure no job applicant is discriminated against either directly or indirectly on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation.

Please let us know if you require any adjustments to be made to the application process or would like to provide any information you wish us to take into account when we are considering your application.

If you are selected for interview, we will ask you to let us know if you have any access needs or require any reasonable adjustments to the interview at that stage. Interview questions are provided in advance of the interview. Please be assured that we will be supportive in discussing reasonable adjustments with you at any stage of the recruitment and selection process.



# How to Apply

To apply for the role, please complete the [online application](#)

We carry out an anonymised application process to ensure equal opportunities for all.

The deadline for applications is 5.00pm, Sunday 8<sup>th</sup> February 2026. Interviews are planned for Monday 16<sup>th</sup> February 2026.

If you wish to have an informal discussion about the role, please contact Thomas Campbell, Nature Recovery Manager, 07891 044007, [tcampbell@gwentwildlife.org](mailto:tcampbell@gwentwildlife.org)

## Thank you!



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