

Nature Reserves Officer

Title: Nature Reserves Officer

Contract: Permanent full-time contract, 35 hours a week

Reports to: Nature Recovery Manager

Responsible for: Volunteers and Trainees

Location: Across Gwent, with HQ at Mamhilad nr Pontypool

Salary: £27,268 - £29,050 depending on experience

Overall purpose

- To ensure our nature reserves are as resilient as they can be within a changing climate
- To manage a portfolio of our nature reserves for wildlife and visitors
- Oversee practical action and engagement activities for volunteers and other groups on the allocated nature reserves with due regard to our EDI policy
- Work with graziers, neighbours and partners to help ensure we are managing our nature reserves as effectively and efficiently as possible

Main responsibilities

- Complete practical management tasks including chain-sawing, brush-cutting, fencing, hedging, to deliver the outcomes of the site's Management Plan
- Provide practical training to trainees and volunteers, and maintain a network of volunteers, organising a weekly work party for volunteers at the allocated nature reserves
- Liaise with NRW and other statutory bodies in seeking consents for works to be carried out on protected sites
- 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 Nature Recovery Team to help to develop projects that deliver against GWT's Strategy and Business Plan
- 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 the Nature Recovery team to complete practical management tasks when collaboration is required
- 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 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 provide content on your work and GWT's projects and campaigns for GWT communication channels as required.
- Carry out any other varied duties that may be required, appropriate to the nature of the post

The Post

The Nature Reserves Officer sits 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. Nature Reserves Officers will have the opportunity to trial new approaches 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: Commitment, Integrity and Inclusivity. 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 solutions focussed, eager to learn and implement new skills for the role, with a responsible attitude and a mature, flexible approach.

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

PERSON SPECIFICATION

The qualities needed for this post are listed below.

(E – Essential; D – Desirable)

Experience

- Demonstrable experience of wildlife habitat management (D)
- Managing volunteers and leading volunteer groups (D)
- 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 manual driving license (E) (all GWT pool vehicles are manual)
- 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 for which Time Off in Lieu will be given. The post holder will be required from time to time to attend other meetings outside of Gwent and participate in Wildlife Trust Federation events elsewhere in the UK.

To discuss this post informally, please contact Thomas Campbell, Nature Recovery Manager, 07891 044007, tcampbell@gwentwildlife.org