Job Description

Job Title:	Reserves Officer
Location:	Groundwork Offices, Wrexham
Responsible to:	Senior Reserves Lead
Responsible for:	Volunteers
Number of hours per week:	Full Time – 37.5 hours Including evenings and weekends when required. Fixed term for 12 months
Salary:	£26,040 FTE

Purpose of the job

This post will be responsible for carrying out practical management at a range of reserves owned and/or managed by Wild Ground with a focus on Rhydymwyn. As well as carrying out a variety of wildlife surveys, this role will work with the stakeholder groups, lead groups of volunteers, and work with educational establishments and members of the public to deliver a range of tasks, events and activities at the site. This post holder will also be required to support project development and reporting where necessary. The post holder will be a dynamic, outgoing individual, with proven experience of practical habitat management, who is also an excellent communicator with good people skills and able to establish good working relations with communities and individuals.

Summary of Main Responsibilities

- Carry out practical habitat and site management work, at Rhydymwyn, and across Wild Ground nature reserves in accordance with organisational work, site management plans and any funding/contractual requirements.
- Recruit, coordinate and lead teams of volunteers in practical land management tasks and wildlife surveys. Take responsibility for session planning and the health and safety of these teams, prepare and observe risk assessments and ensure safe working practices and site protocols and procedures are adhered to at all times.
- Induct, train, supervise and support assistants, trainees, volunteers and work placements in the delivery of projects and activities, providing and documenting 1:1 support and supervision sessions.
- Plan and deliver educational visits and community engagement events.
- Support to draw up, deliver and review annual costed work programmes for relevant sites and support the production of annual and project reports as required.

- Represent Wild Ground at external meetings and produce reports for meetings as required.
- Support in relation to protected species licensing requirements for sites and required habitats works.
- Work with local communities to make connections and engage them in the management of their local reserves.
- Plan and participate in annual night-time great crested newt surveys. This involves working some unsociable hours during the survey season.
- Carry out wildlife recording, and species surveys and monitoring as required for site management and other purposes. This involves working some unsociable hours including at night-time and early morning.
- Carry out regular habitat monitoring as required.
- Carry out tree, vehicle and site safety checks ensuring accurate records are maintained.
- Maintain reserve management equipment including tools and machinery.
- Liaise with relevant partners to secure external funding for collaborative on site projects and contribute effectively to the partnership delivery of such projects.
- Ensure compliance with legal obligations including COSHH regulations, site rules and protocols (RVNR), protected species, Listed Buildings, Scheduled Monuments.
- Maintain accurate financial and timesheet records as required by internal and external bodies.
- Represent the Organisation in a professional manner and act at all times in a manner which will not damage its reputation.

Other Duties

- Ensure compliance with the Trust's Health & Safety Policy and other established policies and procedures, preparing risk assessment and good health and safety management for activities.
- Any other reasonable duties as may be requested by your line manager.
- The attached list is not an exhaustive list of duties as the role may change from time to time to meet the requirements and objectives of the team.

Person Specification

	Essential	Desirable
Knowledge & Experience	• Diploma/A Levels, NVQ Level 3 or equivalent qualifications in environmental/ecological/biological subjects. • Experience in practical management of nature reserves or similar green spaces • Understanding of the principles of ecology and the practices of nature conservation. • A good general knowledge of British fauna and flora in particular great crested newts and other native UK amphibian species. • Practical reserve management qualifications e.g. chainsaw licence, brush cutter/strimmer operative ticket.	• IOSH Working Safely • First Aid qualification • Level 3 Award in Education and Training (or equivalent) • Great crested newt survey licence. • Experience of practical habitat management to benefit amphibians. • Experience of using BCS pedestrian mowers • Working knowledge of QGIS and other Geographical Information System programmes.

	• Experience in leading, managing and training volunteers in a wide range of practical environmental improvement and conservation tasks. • Experience of carrying out wildlife surveys and monitoring, especially amphibians, reptiles, birds, bats, butterflies. • Experience of working with community groups and planning and delivering community events. • Experience of delivering educational sessions. • Excellent IT Skills. • Knowledge and understanding of health & safety and following safe working practices.	• Ability to tow, reverse, and park trailers in line with legal weight and road safety regulations.
People	• Commitment to equality and diversity. • Experience of leading and supervising volunteers**.** • Ability to motivate others. • Ability to explain and train others in work tasks and duties.	
Judgement & Initiative	• Ability to work on own initiative and lead and work as part of a team. • Confident, enthusiastic and self-motivated. • Ability to plan and prioritise workload effectively to meet set deadlines. • Good organisational skills.	
Communication	• Excellent written and verbal communication skills. • Ability to communicate effectively with the public and volunteers. • Ability to work with individuals at a variety of levels, internally and externally and in a range or organisations.	• Ability to communicate through the medium of Welsh.
Resources	• Ability to obtain quotes and order project materials and services as directed. • Ability to keep accurate project records and monthly activity updates. • Ability to record and ensure accurate records of expenditure.	

Confidentiality	• Ability to maintain confidentiality as required.	
Other	• Ability to demonstrate the qualities in line with Groundwork North Wales values. • Full driving licence for a manual vehicle. • Appreciation and understanding of Welsh heritage and culture.	