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| **Title** | **Reserves Manager (East Central Scotland)** |
| **Based** | **Scottish Wildlife Trust: Home working, Jupiter Urban Wildlife Centre, Grangemouth and Leith Edinburgh** |
| **Dept/Region** | **Conservation** |
| **Line Manager** | **Head of Reserves** |

**Our Mission**

For over 50 years, the Scottish Wildlife Trust has worked with its members, partners and supporters in pursuit of its vision of healthy, resilient ecosystems across Scotland’s land and seas. We are proud to be have the support of over 42,000 members, 1,000 volunteers and 23 local (volunteer led) groups.

The Trust successfully champions the cause of wildlife through policy and campaigning work, demonstrates best practice through practical conservation and innovative partnerships, and inspires people to take positive action through its education and engagement activities. The Trust manages a network of 120 wildlife reserves across Scotland and is a member of the UK-wide Wildlife Trusts movement.

**Our Values**

* We are pioneers
* We are always learning
* We act with integrity
* We are evidence-based
* We are impact focused
* We are collaborative

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| **Overall Purpose of the Role**  To ensure that Scottish Wildlife Trust’s wildlife reserves are managed and maintained to a high standard for their specified purposes. |

* Prepare and update reserve management plans, annual reserve work programmes, reserve-based risk assessments, and reserve budgets to agreed Trust standards.
* Oversee the planning, contracting, implementation and quality control of management works on reserves via volunteers, Trust staff and contractors, in accordance with organisation policies and procedures
* Manage the Trust Conservation Grazing Programme in the east of Scotland and the Jupiter Wildlife Centre.
* Design and deliver externally funded projects to protect and enhance the reserves.
* Record actions on reserves, using internal recording systems.
* Promote the Trust in matters relating to reserve objectives and related landscape scale initiatives. Including liaison with, Nature Scotland and local authorities.
* Act as the key local contact point for Trust members on area wildlife reserve matters including attendance at reserve management meetings and reserve related member centre meetings and events.
* Line manage staff three members of staff; ensuring they meet agreed targets within their work programme and support volunteers working on wildlife reserves.
* Take the lead in defending the Trust’s reserves from development threats.
* Promote reserves through media work, policy development and campaigns.
* Assist and support the Director of Conservation and Head of Reserves on land management issues including acquisitions, disposals and negotiation of management agreements and leases.
* Provide advice and support to other reserve staff, particularly relating to grassland management.
* Respond to requests for information and assistance from the public, members and other organisations as appropriate.
* At such times as may be required, undertake related tasks as requested by the line manager.
* Comply with all relevant Trust policies and procedures.

**Key Internal & External Contacts**

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| * Director of Conservation, Head of Reserves * Trust Reserve Conveners and volunteers * Partners including governmental agencies and local authorities * Owners of reserves, tenants, local communities * Consultants, contractors and utility companies * Funders * Regional (and when appropriate National) media |

**Personal Specification**

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| **Qualifications, Training, Knowledge and Experience** |
| **Essential Qualifications**   * Degree in Environmental Conservation or similar * Full UK driving licence   **Desirable**   * First aid certificate * Tractor driving certificate (meadow management demonstration)   **Experience**   * Minimum 2 years’ experience of management planning and delivery of practical conservation work across a range of habitats, particularly species rich grasslands * Minimum 2 years’ experience of working with contractors undertaking wildlife conservation management * Line managing staff and working with volunteers * Health & Safety legislation and procedures relating to outdoor working * Financial management including tendering and budget reconciliation * Land management agreements, wayleaves and servitudes within the legal system |
| **Special Competencies:** |
| * IT Skills – including word processor and spreadsheets * Natural history knowledge * Team working * Independent working, including in remote locations * Integrity |

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| **Key competencies** | **Essential** | **Desirable** |
| Organisation and planning | x |  |
| Communication  (writing/spoken) | x |  |
| Problem Solving | x |  |
| Judgement | x |  |
| Management | x |  |
| Teamwork | x |  |
| Commitment to organisational culture, values and vision | x |  |

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| **Additional Requirements** | **Essential** | **Desirable** | **Not applicable** |
| Right to work in the UK | x |  |  |
| Full Driving Licence | x |  |  |
| First Aid Certificate |  | x |  |
| Tractor Driving Certificate (meadow management demonstration) |  | x |  |

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| **Author** | Alan Anderson | **Date** | 09/06/2021 |