

London Wildlife Trust

Senior Reserves Officer– Conservation (West London)

Job Description and Person Specification



Responsible to:	Head of Conservation
Located at:	Minet Country Park (Springfield Road, Hayes UB4), and Centre for Wildlife Gardening (CWG) East Dulwich, SE15. . However, due to the practical nature of the role, the post holder will need to regularly operate out of other satellite sites in the region as required.
Responsible for:	Operational management of the West and North London nature reserves, and the work of contractors, staff, trainees and volunteers on them.
Staff Management:	Reserves staff, Sessional workers and, Volunteers,
Report to Oversight Committees:	Conservation Advisory Group; Health & Safety Committee

Overview of the Role:

To take the lead on the day-to-day management of London Wildlife Trust's portfolio of nature reserves in west and north London (principally those in the boroughs of Hillingdon, Hounslow, Richmond and Barnet). This will involve coordinating the work of contractors, staff, trainees and volunteers, whilst ensuring that all such work is undertaken in line with site management plans, Stewardship agreements, specific project grants and that works are delivered in a safe manner.

The post-holder will be expected to lead volunteer and staff workdays, undertaking all aspects of practical nature reserve management. The post will also be responsible for training trainees and volunteers in land management techniques, and nature reserve management theory and practice. Whilst it is envisaged that this post will primarily involve practical work, some administrative work will be required.

Specific Duties and Responsibilities

1. To be the 'on the ground' staff presence for London Wildlife Trust on its unstaffed nature reserves in west and north London, liaising with staff, LWT Local Group members, volunteers, landowners, contractors, graziers, and other relevant stakeholders as and when required.
2. To deliver work relating to key species, habitats and reserve infrastructure across the relevant sites. Maintain a record on Trust databases of all work undertaken in line with relevant work programmes and management plans, providing written reports and updates, as required.
3. To lead regular practical conservation workdays supervising trainees, volunteers and corporate groups.
4. To ensure that Trust reserves are managed in a safe manner. This will involve the production of workday risk assessments, reviewing site-based risk assessments, undertaking site condition assessments and tree condition surveys, maintaining tools usage and maintenance records, and attending the Trust's Health & Safety meetings.
5. Day-to-day budgetary management including keeping track of project expenditure in line with budgets and submitting timely invoices and financial claims to funders
6. Liaise with local authority, councils and other local partners, building positive and collaborative working relationships ensuring that all SLAs are met with.
7. Deliver vocational training to, and assist with the development of, trainees, but also other Trust staff, volunteers and

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other key individuals who manage Trust sites as required, in practical nature reserve and conservation management.

8. Direct Reserve Management staff and assist relevant steering groups, to develop monthly work programmes, in line with site management plans and trainee programme training plans.
9. To maintain and service the vehicles, trailers, hand tools and power tools used for conservation work, keeping records and logs of work undertaken, and to train staff and volunteers in their use where relevant.
10. To develop and maintain an active volunteer network, utilising existing, and developing new networks, to assist with the delivery of practical habitat management on the Trust's nature reserves
11. Work alongside the fundraising team to develop corporate support including delivering and/or assisting with corporate volunteering days, lunch & learns and walks & talks.
12. Liaise with local communities via interaction with visitors, reservoir user groups, residents' associations, other community groups and local schools and provide a first point of contact for these groups on issues relating to biodiversity and responsible access.
13. To develop materials and methods for the promotion of the site through social media, newsletters and other relevant media in line with the Trust's branding guidelines for project stakeholders and referral agencies
14. To assist the Head of Conservation, and other Trust staff in developing and delivering conservation projects and funding bids as required.
15. To survey and monitor the habitats/species/visitors, etc., on Trust reserves, as required.
16. To undertake other duties from time to time as requested by their line manager.

Line Management:

17. Carry out proactive, effective and supportive line management of employee(s) including objective setting and monitoring, and development, liaising with HR where necessary
18. Complete all line management responsibilities including 1:1s (at least monthly), probation processes and appraisals, with documentation uploaded to our HR system.

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Other areas of responsibility:

- a) Promotion of the Trust: To work at all times to further the aims of the Trust including promotion of Trust membership. To encourage donations and to assist in and promote related events and campaigns where appropriate. Ensure The Trust's policies and procedures are adhered to at all times.
- b) Health and Safety: All staff are legally responsible for ensuring Health and Safety considerations are taken into account in all working situations, therefore it is important to ensure that all working practices adhere to London Wildlife Trust's health and safety and compliance policies and procedures; Staff are encouraged to make reports or suggestions on any matters of concern.
- c) Equal opportunities: To work at all times within the Trust's Equal Opportunities Policy and to promote equal opportunities wherever possible especially with regard to volunteer and membership recruitment.
- d) All staff may, on occasion, contribute to the work of London Wildlife Trust's trading arm – London Wildlife Limited

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Terms and Conditions

Salary:	£30,961 per annum
Hours of work:	5 days a week, 9.30 am - 5.30pm, including one hour for lunch. This time also includes some weekend, morning and evening working for which time off in lieu is given. The post holder will be expected to work two weekend days per month.
Holidays:	25 days per annum plus statutory holidays
Tenure:	Permanent
Sick pay:	Employees may be eligible for company sick pay if the correct procedure has been followed; employees may still qualify for Statutory Sick Pay.
Pension:	Eligible employees will be auto-enrolled into the company pension scheme. Further details on auto-enrolment can be obtained from this website https://www.gov.uk/workplace-pensions . The LWT Pension contribution framework is 3% employer and 5% employee. Even if you are not eligible, you can still join the scheme, but the Trust may not have to make any employer contributions. Further details will be provided on joining the Trust.
Employee Assistance Programme	All employees have access to a free and confidential information, support and counselling service available 24 hours a day, 365 days a year.

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The following experience, skills and aptitudes are those that we are looking for in candidates for the post of **Senior** Conservation Officer. Those listed as 'Essential' are those that the candidates must have. Candidates who fail to meet these criteria will not be short-listed. 'Desirable' skills and experience are those that it would be advantageous to have, although it is not essential. Lone working is a regular feature of this role. A DBS (formerly CRB) check is (/not) required for this role.

Essential	Assessed at	Desirable	Assessed at
Significant experience of planning and delivering practical conservation work on nature reserves, accompanied by a good range of practical land management skills	Application/ Interview	Up to date chainsaw & brush cutter licenses	Application/ Interview
Experience of producing and implementing conservation management plans and interpretative material for a variety of audiences.	Application/ Interview	Chainsaw License	Application/ Interview
Understanding of woodland and meadow management practises and techniques	Application/ Interview	Level 2 NVQ in Environmental Conservation (or equivalent/higher)	Application/ Interview
Experience of delivering informal training sessions in various habitat management techniques	Application/ Interview	Experience of managing nature reserves in urban areas with a knowledge and understanding of some of the problems and solutions relevant to this sector	Application/ Interview
Reasonable identification skills for a range of relevant taxa, and some knowledge of standard biological recording techniques	Application/ Interview	A knowledge of London, its wildlife habitats and species, and people	Application/ Interview
Experience of working with a range of partners including developers, local authorities, community groups and environmental NGOs to achieve positive outcomes for biodiversity	Application/ Interview	First Aid certificate	Application/ Interview
Practical ecological knowledge particularly in relation to the potential impacts of disturbance on a designated site	Application/ Interview	Experience of mitigating the impact of visitors to nature reserves, SSSIs and/or other sensitive sites via signage, site infrastructure, habitat management and public engagement	Application/ Interview
Experience of volunteer recruitment and management	Application/ Interview	Experience of conservation grazing	Application/ Interview
Experience of working with volunteers and contractors to deliver training sessions and practical conservation work including hard landscaping and habitat creation	Application/ Interview	Demonstrable media skills, including experience of press, publicity and use of social media	Application/ Interview
Good administrative, organisational, communication and time management skills	Application/ Interview		
Competent user of Microsoft Office including Word, Excel, PowerPoint, Outlook and databases	Application/ Interview		
An excellent team player, and able to communicate effectively to a wide variety of audiences internally and externally	Application/ Interview		
Commitment to working in accordance with London Wildlife Trust's EDI, health and safety, safeguarding and lone working policies	Application/ Interview		

Protecting **London's wildlife** for the future

The London Wildlife Trust is a company limited by guarantee registered in England and Wales no. 1600379 and registered charity no. 283895.

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Full UK Driving license, and willing and able to drive minibus or similar vehicle	Application/ Interview		
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