

1. IDENTIFICATION OF JOB

JOB TITLE **Conservation Officer (Cambridgeshire & Peterborough)**

RESPONSIBLE TO Conservation Manager (Cambridgeshire & Peterborough)
RESPONSIBLE FOR recruitment and supervision of Voluntary Officers
SALARY In the range of £17,000 - 19,000

2. OVERALL PURPOSE OF JOB

To work with the Conservation Manager to implement the Wildlife Trust for Bedfordshire Cambridgeshire Northamptonshire and Peterborough's development plan as it relates to nature conservation work in Cambridgeshire and Peterborough.

3. MAIN RESPONSIBILITIES

Biodiversity Projects (30%)

- Play a leading role in developing and delivering Living Landscape projects including:
 - The boulder clay ancient woodlands of West Cambridgeshire
 - The limestone grassland and woodlands west of Peterborough
 - The chalk grasslands south of Cambridge.
- Implement Biodiversity Action Plan targets as they relate to the Wildlife Trust in Cambridgeshire and Peterborough, including implementation of strategic habitat and species projects.
- Help to identify potential new reserves, reserve extensions and linkages, and opportunities for habitat creation in Cambridgeshire and Peterborough, as outlined in the development plan.

Advocacy Work (30%)

- Monitor planning applications throughout Cambridgeshire & Peterborough for their impact on wildlife and to object / comment where appropriate.
- Provide advice to Local Authorities, Statutory Agencies and other land managing bodies on nature conservation issues, including in relation to the local plan process and other policy documents.
- Take on some three county planning responsibilities as needed, such as updating Wildlife Trust planning policies and collating new information on planning guidance and wildlife legislation.

Survey & advisory Work (20%)

- Work with the Wildlife Sites Officer to deliver survey, site assessment and advisory work on County Wildlife Sites.
- Work with the Wildlife Sites Officer to maintain the County Wildlife Site information system & protocols, including site selection criteria.

Wildlife Trust nature reserves (10%)

- Assist the reserves team with monitoring of Trust nature reserves and preparation of nature reserve management plans.

Other general duties (10%)

- Supervise Voluntary Officers and provide training.
- Keep Trust members informed of progress through forums and the Trust's members' magazine.
- Assist with applying for funds to carry out work.
- Assist other Wildlife Trust Officers in their duties as appropriate, and undertake all other duties appropriate to the post as delegated by the Conservation Manager.
- Contribute to general office working and any other duties as appropriate.
- Maintain an awareness of Health and Safety.

Person Specification

Area A EXPERIENCE & QUALIFICATIONS

1. Degree or equivalent qualification and / or experience in a relevant discipline. (*Essential*)
2. Experience of working in nature conservation. (*Desirable*)
3. Experience of managing volunteers. (*Desirable*)

Area B KNOWLEDGE

4. Understanding of principles of ecology and the practice of nature conservation. (*Essential*)
5. A good general knowledge of British natural history (*essential*), with a particular expertise in at least one field (*desirable*); botanical survey skills especially useful.
6. Understanding of the role of local government and government agencies in nature conservation, with particular regard to the planning system. (*Essential*)
7. Understanding of the Biodiversity Action Plan process. (*Desirable*)

Area C SKILLS

8. Excellent communication and interpersonal skills and effective negotiating skills with a wide range of audiences. (*Essential*)
9. Strong organisational skills with the ability to prioritise workloads. (*Essential*)
10. Ability to work on own initiative and as part of a team; flexible, open to new ideas and keen to share skills with others. (*Essential*)
11. Ability to motivate volunteers and staff. (*Desirable*)
12. Computer literacy – basic windows packages (*essential*) and in particular knowledge and experience in GIS (*desirable*) (The Trust uses Mapinfo).

Area D PERSONAL QUALITIES

13. Sound judgement, and a mature, pragmatic, flexible approach.
14. Keen interest in and commitment to wildlife and environmental issues.
15. Strong personal motivation and stamina to sustain a demanding job.
16. Potential to take on diverse new roles as projects develop and the Wildlife Trust grows.

The applicant must hold a current driving licence and will be required to use their own vehicle for work purposes.

It will be necessary to work some unsocial hours, for which time off in lieu can be taken.

After 6 months, a contributory pension scheme is available. This is a permanent post (subject to satisfactory completion of a probationary period).

Closing date for applications is 22nd August 2008.

Interviews will be held on Thursday 4th September 2008.