

1. IDENTIFICATION OF JOB

JOB TITLE **Reserves Officer**
(Two year contract with possible extension)

RESPONSIBLE TO Reserves Manager (Northamptonshire)

The post-holder must hold a current driving licence.

2. MAIN RESPONSIBILITIES

To deliver the Trust's full potential as a force for wildlife conservation in the county, as it relates to the Trust's own reserves, and to habitat management elsewhere, with particular involvement in the Local Nature Reserves in Northampton.

3. MAIN ACTIVITIES

- Work with reserves staff and wardens in order to deliver comprehensive reserve management across 45 nature reserves in accordance with management plans.
- Work with reserves staff, volunteers and voluntary wardens, so that their contributions are maximised.
- Work with the grazing manager to assist with the daily management of the Wildlife Trust's livestock.
- Update work-plans for nature reserves activities in the county, and assist transferring reserve management plans to Conservation Management System and report to database as appropriate.
- Carry out reserves management and practical tasks in accordance with management and work plans and health and safety guidelines.
- Where appropriate carry out survey and monitoring work on nature reserves.
- Work to establish links with the local community around a number of the nature reserves.
- Where necessary organise and supervise contractors working on behalf of the Trust.
- Meet all relevant Health and Safety requirements.
- Contribute to general office working and undertake all other duties appropriate to the post as delegated by the Reserves Manager

PERSON SPECIFICATION

Area A EXPERIENCE & QUALIFICATIONS

1. At least one year working in nature conservation on practical reserve management
2. Degree or equivalent qualification/experience in a relevant discipline
3. Chainsaw and brushcutter qualifications and a current first aid certificate, experience and/or qualification in tractor driving and ATV an advantage.

Area B KNOWLEDGE

4. Understanding of principles of ecology and the practice of nature conservation
5. A general knowledge of British natural history (necessary) and developing an expertise in at least one field (desirable).
6. Understanding of Health & Safety issues as they relate to practical work on nature reserves

Area C SKILLS

7. Good communication and interpersonal skills
8. Ability to lead and motivate volunteers
9. Ability to work on own initiative and as part of a team
10. Good organisational skills with the ability to prioritise workloads
11. Computer literate, experience of CMS and MapInfo an advantage.

Area D PERSONAL QUALITIES

12. Sound judgement, and a mature, pragmatic, flexible approach
13. Keen interest in and commitment to nature reserve management in an urban setting
14. Strong personal motivation and stamina to sustain a demanding job.

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 unsociable hours, for which time off in lieu can be taken.