**Job Description**

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| **Job Title:** | Reserves Officer |
| **Location:** | Wild Ground/Groundwork Offices, Wrexham |
| **Responsible to:** | Project Manager Green Skills & the Environment |
| **Responsible for:** | Project Participants & Volunteers |
| **Number of hours per week:** | Full Time 37.5 hours per week |
| **Salary:** | £19,700 |
| **Purpose of the job** | |
| This post will be responsible for carrying out practical management on a range of nature reserves and green spaces. In addition to practical reserve work the role will also invoice wildlife surveys, access improvements, general estate work, leading groups of volunteers, and working with educational establishments and members of the public to deliver a range of events and activities.  The post holder will be a dynamic, outgoing individual with proven experience of habitat management and community engagement, and an excellent communicator with good interpersonal skills, able to establish a rapport with a wide range of people. | |
| **Summary of Main Responsibilities** | |
| **Programme Delivery**  Carry out practical habitat management work according to organisational work plans and site management plans.  Support the development and delivery of a variety of public events and educational sessions around biodiversity and the environment, to engage a broad range of people, including those who are disabled, socially excluded, unemployed or otherwise disadvantaged.  Carry out access improvements to reserves such as footpath improvements, installation of gates and signage, and supporting with designing and installing interpretation.  Recruit, coordinate and lead volunteering sessions in practical land management. Take responsibility for the health and safety of volunteers and ensure safe working practices are adhered to at all times. Demonstrate and train volunteers in the correct use of tools/equipment and safe working procedures.  Support the delivery of practical based training linked to the attainment of accredited environmental qualifications, and collect evidence to support records of learning and achievement of volunteers accordingly for awarding bodies.  Maintain accurate and up to date monitoring and evaluation records in line with project requirements.  Participate in wildlife and species recording especially great crested newt surveys. This involves working some unsociable hours during the survey season.  Develop and maintain positive relationships with stakeholders, communities and participants.  Be responsible for vehicles, tools, equipment, storage, carrying out routine checks and maintenance as applicable.  Support and contribute to the marketing and promotion of the projects in line with the intended outcomes.  Ensure projects are appropriately planned, monitored, delivered on time, to budget and to the highest quality (including completion of risk assessments, agreeing work programmes, ordering materials and project evaluation).  **Business Development**  Generate ideas and assist with putting together necessary documentation and gathering evidence in support of funding bids for projects and programmes as required.  **People Management**  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.  **Financial Management**  Obtain quotes, handle petty cash and order project materials and services as directed within allocated budgets ensuring correct expenditure.  **Administration**  Prioritise workload and show initiative to ensure deadlines are met and tasks are carried out effectively.  **Marketing & Communication**  Attend and contribute to project and team meetings as required.  Represent the Trust professionally, to internal and external contacts as requiring assisting with the promotion of projects and the broader activities of the Trust.  **Performance Monitoring & Reporting**  Ensure all performance measures are accurately recorded, evidenced and submitted to set deadlines.  Ensure Trust evaluation form/s have been completed at every opportunity possible and submitted to the Business Development team on a regular basis.  **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.  Be responsible for any equipment used including cleaning and maintenance.  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. | |

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| **Person Specification** |

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|  | **Essential** | **Desirable** |
| **Knowledge & Experience** | * Excellent knowledge of biodiversity, environmental and practical skills. * Some practical experience in a similar role. * A working knowledge of and ability to carry out a wide range of practical environmental improvement and conservation tasks. * Experience of planning and delivering community based and/or environmental projects and activities. * A working knowledge of and the ability to carry out, train and supervise others on a wide range of practical environmental improvement and conservation tasks. * Experience of carrying out wildlife surveys and monitoring. * Experience of working with volunteers and community groups. * Experience of delivering and evidencing practical based learning programmes. * Excellent IT Skills. * Understanding of health & safety and its application in work practices. | * Knowledge of great crested newts and other UK amphibian species. * Experience of Amphibian Conservation work. * IOSH Working Safely * Strimming & brushcutting qualification * Chainsaw qualification * First Aid qualification * Pesticide qualification – ideally PA1 and PA6aW * Experience of GIS * Experience of delivering formal training * Experience of delivering educational sessions |
| **People** | * Commitment to equality and diversity. * Experience of supervising volunteers**.** * Ability to motivate others. * Ability to explain and train participants and volunteers in work task 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 handle petty cash, obtain quotes and order project materials and services as directed. * Ability to keep accurate project records. * Ability to record and ensure accurate records of expenditure. |  |
| **Confidentiality** | * Understanding of the importance of confidentiality. * Ability to maintain confidentiality as required. |  |
| **Other** | * Ability to demonstrate the qualities ‘Genuine, Reputable, Enterprising, Energising & Needs Driven’ in line with Groundwork North Wales’ GREEN values. * Full driving licence. * Appreciation and understanding of Welsh heritage and culture. |  |