

# Application Pack

Volunteer Trainee Reserves Officer

31 May 2018

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## Herts and Middlesex

**Grebe House  
St Michael's Street  
St Albans  
Hertfordshire  
AL3 4SN**

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Chief Executive: Lesley Davies



Hertfordshire & Middlesex  
Wildlife Trust Limited is registered  
in England No 816710 at the  
above address and is registered  
as a charity under Registration No  
239863. VAT No 366 9276 06

President  
Sir Simon A Bowes Lyon, KCVO

## 1. ADVERT

**A unique opportunity to gain experience working within the Reserves Team of a successful and growing conservation charity!**

### **Volunteer Trainee Reserves Officer**

Voluntary (out-of-pocket expenses paid)

12 months

3 days a week (22.5 hours)

An opportunity to gain experience and training in practical conservation work on over 40 different nature reserves to further a career in conservation and make a positive contribution to the conservation of Hertfordshire and Middlesex's habitats and species.

Training will include NPTC chainsaw units 201-3, Brushcutter, First Aid, Identiplant as well as in-house training in habitat management, ecological surveying and monitoring, tree safety surveying and management planning.

The Trainee Reserves Officer will assist the Reserves Team with their daily reserve work and work closely with volunteers. There will be opportunities to undertake other aspects of reserve management such as surveying species, livestock husbandry, guided walks and helping with events.

You'll be a committed conservationist educated to degree level or equivalent in a biological/environmental science and ideally have some experience of practical habitat management.

A driving licence is required. The post is subject to a disclosure check by the Disclosure Barring Service.

Information from your application will be processed in accordance with the General Data Protection Regulations. Individuals have, on written request, the right of access to personal data held about them. Please see our Applicant Privacy Notice on our website - <http://www.hertswildlifetrust.org.uk/policies>



**Herts and  
Middlesex**

To view the full role profile visit our website:

[www.hertswildlifetrust.org.uk/about/jobs](http://www.hertswildlifetrust.org.uk/about/jobs)

Herts & Middlesex Wildlife Trust  
Grebe House  
St Michael's Street  
St Albans  
Herts  
AL3 4SN

If you would like to discuss the role, please call Jenny Sherwen on 01727 858901 ext 252 or 07771 823345

To apply for this role please submit a CV and covering letter outlining your personal qualities, experience and skills in relation to the role profile, to [recruitment@hmwt.org](mailto:recruitment@hmwt.org).

**Closing Date:**

9am, Friday 22 June 2018

**Interviews:**

Wednesday 4<sup>th</sup> July 2018

**Start date:**

Wednesday 1 August 2018

Protecting **Wildlife** for the Future

## 2. RECRUITMENT & SELECTION PROCESS

### How to apply

A CV and Equal Opportunities Monitoring Form should be submitted by email by **9am, 22 July 2018**

Please send your CV & Equal Opportunities Form with your name in the file name [recruitment@hmwt.org](mailto:recruitment@hmwt.org).

### Selection Process

Shortlisted candidates will be invited to an interview on **Wednesday 4 July 2108** in St Albans.

A Trainee Agreement will be offered to the successful candidate shortly after interview.

A Trainee Agreement by Herts and Middlesex Wildlife Trust at this stage is subject to satisfactory written references, an employment medical assessment and may be subject to a Criminal Records Disclosure.

You must also be able to identify that you have the right to work in the UK, and that you have the qualifications listed in your application.

If you have not heard from us by the interview date, I regret that your application will have been unsuccessful on this occasion.

### 3. ABOUT HERTS & MIDDLESEX WILDLIFE TRUST

This is an exciting time to join the Trust! During the past few years, the Trust has been growing and developing, with substantial increases in members (now over 22,000), income (now over £1.5m) and grant funding for project work. Our office at Grebe House is based on the edge of Verulamium Park in St Albans and we are a friendly team of 36 staff.

An increasing emphasis of the past few years has been our focus on landscape scale conservation - Living Landscapes. This calls for an integrated approach to our work on our nature reserves, with other landowners, through education and community and our influencing and advocacy work.

**Our vision** is *an environment rich in wildlife for everyone.*

**Our mission** is *to protect and enhance wildlife and connect people with the natural world, working in partnership to create a Living Landscape in Herts & Middlesex.*

**Our strategic objectives** are:

- *WILDLIFE: to protect, enhance and connect places for wildlife on nature reserves, in urban areas and across the wider countryside through positive conservation action;*
- *PEOPLE: to inspire people to value the natural world and enable action for wildlife.*

#### **What we do**

Formed in 1964, we are a local charity supported by people who care about protecting wildlife, including over 20,000 members. With volunteers, we manage a network of more than 40 nature reserves, covering nearly 2,000 acres. Beyond this our vision is of a living landscape, where we work with others to improve our towns and countryside for wildlife.

The Trust is active in all parts of Hertfordshire and in the London boroughs of Enfield, Barnet, Harrow and Hillingdon.

#### **The Wildlife Trusts**

Herts & Middlesex Wildlife Trust is part of a partnership of 47 local Wildlife Trusts across the UK, plus the Isle of Man and Alderney - the largest voluntary organisation in the UK solely dedicated to protecting wildlife. There are over 800,000 members and 2,300 nature reserves across the UK. The Trust's junior membership Wildlife Watch is part of this UK network. The Wildlife Trusts lobby for better protection of the UK's natural heritage and are dedicated to protecting wildlife for the future.

#### **Staffing**

The Trust staff includes the Living Landscape team, Fundraising & Communications team, and Finance and Administration team.

#### **Funding**

Our annual turnover is approximately £1.5 million, over half of which comes from membership subscriptions. Grants and fundraising activities contribute the remainder.

**For more information please visit:**

[www.hertswildlifetrust.org.uk](http://www.hertswildlifetrust.org.uk) to view our latest Annual Review, Strategic Plan 2016 - 2021 and Reserves information.

[www.wildlifetrusts.org](http://www.wildlifetrusts.org) to view The Wildlife Trusts 'A Living Landscape' report.

## 4. ROLE PROFILE

<b>ROLE TITLE:</b>	<b>Volunteer Trainee Reserves Officer</b>
<b>RESPONSIBLE TO:</b>	Senior Reserves Officer
<b>RESPONSIBLE FOR:</b>	<input type="checkbox"/> Managing a wide range of habitats to benefit local wildlife <input type="checkbox"/> Leading volunteer work parties <input type="checkbox"/> Assisting with ecological surveys and monitoring <input type="checkbox"/> Carrying out relevant day to day tasks such as vehicle checks, tool maintenance and livestock husbandry
<b>WORK AREA:</b>	Based at Grebe House, St Albans (where you will pick up an allocated van), travelling to sites across Herts and Middlesex.
<b>EXPENSES:</b>	Voluntary position. Reimbursement of out-of-pocket travel costs and other reasonable expenses agreed with the Senior Reserves Officer.
<b>ANTICIPATED TIME CONTRIBUTION:</b>	9am-5pm Tuesdays, Wednesdays and Thursdays (22.5 hours per week), for 12 months (Aug-July).
<b>ROLE PURPOSE:</b>	<p>To assist the Reserves Officers to maintain, safeguard and develop the Trusts' reserves, for people and wildlife, whilst promoting the Trust and its work to a wide audience.</p> <p>To develop a wide range of practical career-enhancing skills and theoretical knowledge in countryside/conservation management.</p> <p>For maximum benefit to both the trainee and Herts &amp; Middlesex Wildlife Trust, a consistent commitment to the programme is required, and the trainee is expected to adhere to the terms in the Trust's volunteer policy as applicable, as well as the trainee reserves officer agreement.</p>
<b>SKILLS, DEVELOPMENT AND SUPPORT:</b>	Training in first aid, brushcutter and chainsaw use will be provided as well as in house training in habitat management, ecological surveying and monitoring (including <i>Identiplant</i> ), tree safety surveying and management planning.

## 5. PERSONAL QUALITIES, EXPERIENCE AND SKILLS

### **VOLUNTEER TRAINEE RESERVES OFFICER**

#### **Existing skills or experience needed**

- Some wildlife and habitat management knowledge is desirable
- Good team working skills & an ability to be self-motivated is essential.
- Some previous experience of practical conservation work is an advantage as the majority of time will be spent carrying out practical tasks
- Full driving licence is essential.

This role profile is not intended to be legally binding between the Trust and the trainee, and may be cancelled at any time at the discretion of either party.

Closing date for applications: 9am Friday 22nd June 2018

Interviews will be held: Wednesday 4th July 2018

Role will start on: Wednesday 1st August 2018