

# Application Pack

## Colne Valley Rivers and Wetlands Officer

February 2020

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**Herts and  
Middlesex**

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

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Email: [info@hmwt.org](mailto:info@hmwt.org)  
[www.hertswildlifetrust.org.uk](http://www.hertswildlifetrust.org.uk)

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

**We are looking for someone to make the wetlands of the Colne Valley a better place for wildlife and to prevent water voles from becoming extinct.**

### **Colne Valley Rivers and Wetlands Officer**

£24,933 - £28,339 (SCP 24-28) plus 7% pension

37.5 hours per week

Fixed term contract until 31 December 2021 (with possible extension).

### **About the Trust**

Herts and Middlesex Wildlife Trust is the leading local charity working to create a Living Landscape rich in wildlife, for everyone. We are supported by over 22,000 members and over 600 volunteers. We look after over 40 nature reserves and work with farmers and other landowners. We aim to inspire people to care about wildlife through a programme of events. As part of the national federation of 46 Wildlife Trusts, our influence is far-reaching and we play a vital role in standing up for wildlife.

Our staff team is enthusiastic, friendly and committed to wildlife conservation and exemplifies our values of professionalism, valuing contributions by others and continually striving to improve.

### **About the role**

By working with partners through the Colne Valley, this post offers a unique opportunity to contribute to the conservation of the Colne Valley and the wildlife that is dependent upon its habitats.

The post holder will be responsible for managing this project which is funded by the Heritage Lottery Fund and forms part of the wider project, "The Colne Valley – A Landscape on the Edge."

The aims of this project are twofold:-

- Preventing water voles from becoming extinct in the Colne Valley.
- By working in partnership with the Colne Valley Fisheries Consultative, achieve integrated management of fisheries, balancing satisfying angling opportunities with conserving and increasing biodiversity, to the benefit of the wider Colne Valley.

You'll be an ambitious conservationist, educated to degree level or equivalent in a biological/environmental science and have significant experience of wetland habitat management, partnership working, volunteer development and community engagement.

If you would like an informal discussion about this post, please call Tim Hill, the Trust's Conservation Manager on 01727 858901.



Herts and  
Middlesex



For more information and to apply (CVs are not accepted), visit our website:

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

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

**Tel:** 01727 858901

**Email:** [recruitment@hmwt.org](mailto:recruitment@hmwt.org)

### **Closing Date:**

12pm on Monday 2 March 2020

### **Interviews & Assessments:**

Thursday 5 March 2020

*A driving licence and flexibility to work occasional irregular hours is required for all posts. The post may be subject to a Disclosure check by the Disclosure and Barring Service.*

*As an employer we are committed to promoting and protecting the physical and mental health of all our staff.*

## 2. RECRUITMENT & SELECTION PROCESS

### How to apply

A completed Application Form and Equal Opportunities Monitoring Form should be submitted by email by **12pm on Monday 2 March 2020**. CVs will not be accepted.

For an application pack, please visit our website, where you will find details about the post and the application process.

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

Please send your application form & 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 **Thursday 5 March 2020** at the Trust's offices in St Albans.

An offer of appointment will be made to the successful candidate shortly after interview. An offer of employment made 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.

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>.

### 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 over 22,000 members and 600 volunteers. 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. We organise an annual programme of activities to inspire people about wildlife, including major events, talks, and guided walks.

The Trust is one of 46 local Wildlife Trusts across the UK, supported by over 800,000 members and managing 2,300 nature reserves across the UK. Together the Wildlife Trusts lobby for better protection of wildlife and wild places, and are dedicated to protecting wildlife for the future.

#### **Staffing**

The Trust staff includes the Living Landscape team, Fundraising & Communications team, the Finance team and the Business Support 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 find out more about the Herts & Middlesex Wildlife Trust.  
[www.wildlifetrusts.org](http://www.wildlifetrusts.org) to view The Wildlife Trusts national website.

## 4. JOB DESCRIPTION

<b>JOB TITLE:</b>	Colne Valley Rivers and Wetlands Officer 37.5 hours per week
<b>RESPONSIBLE TO:</b>	Conservation Manager
<b>RESPONSIBLE FOR:</b>	Volunteers
<b>LOCATION AT:</b>	Based at Grebe House, St Albans, Hertfordshire AL3 4SN and/or Denham Country Park, but working throughout the Colne Valley
<b>WORK AREA:</b>	The Trust's activities cover Hertfordshire, London Boroughs of Barnet, Enfield, Harrow and Hillingdon
<b>SALARY:</b>	Scale point 24-28 (pro rata) plus 7% pension
<b>EMPLOYMENT TERM:</b>	This is a fixed-term contract until 31 December 2021, with possible extension

### OVERALL AIM:

The post holder will be responsible for managing this project which is funded by the National Lottery Heritage Fund and forms part of the wider project, "The Colne Valley – A Landscape on the Edge."

The aims of this project are twofold:-

- Preventing water voles from becoming extinct in the Colne Valley.
- To achieve integrated management of fisheries, which balances providing satisfying angling opportunities with conserving and increasing biodiversity, to the benefit of the wider Colne Valley.

### JOB PURPOSE:

This is a partnership project, working with the Colne Valley Fisheries Consultative (CVFC) and Colne Valley Regional Park.

To increase awareness, understanding and appreciation of the ecology of fisheries amongst anglers.

To provide accredited training in fisheries and wetland management for anglers.

To facilitate the spread of water voles from their remaining strongholds, through linked habitat enhancements.

To manage the project and lead on tracking and reporting progress to the project manager and steering group.

### MAIN DUTIES AND RESPONSIBILITIES:

1. To develop and manage a training programme of wetland and fisheries management for volunteers from angling clubs, accredited by the Assessment and Qualifications Alliance (AQA).
2. To recruit volunteers from angling clubs and train them in wetland and fisheries management.
3. By working with trained anglers, to manage and facilitate the preparation of five year fisheries management plans which balances the provision of satisfying angling opportunities with conserving and increasing biodiversity, to the benefit of the wider Colne Valley.

4. To oversee implementation of management plans through habitat management works on fisheries.
5. To achieve mink control throughout the Colne Valley project area by training and co-ordinating volunteers.
6. To manage practical habitat enhancement work to facilitate the spread of water voles into new areas.
7. To recruit and train volunteers to carry out water vole surveys, to monitor the impact of the project during and after the project is complete.
8. To increase and support volunteer participation in practical habitat management work and surveying.
9. To gain publicity for the project and the wider project, through liaison with local media – press, radio and TV and relevant organisations and local authorities.
10. To organise an annual Conference for volunteers to provide an update on progress and provide an opportunity for knowledge and experience sharing.
11. To be responsible for the management of the project budget and annual work plan, maintaining records of expenditure and income, activities and participation.
12. To liaise with and work closely with other staff members of the Colne Valley Landscape Partnership Scheme.
13. To manage contractors, service providers and volunteers as required to deliver the project.
14. To collect evaluation data, produce comprehensive annual reports, occasional other reports as required and maintain records enabling quarterly progress reports to be made to the steering group.
15. To undertake all duties in accordance with Health and Safety and other relevant legislation, as well as Trust policies, plans and procedures and recognised best practice.
16. To carry out all other such duties as may from time to time be determined by the Conservation Manager, Head of Living Landscapes or Chief Executive.

*The Trust retains the right to amend the job description in consultation with the post holder to reflect changes in or to the job.*

## 5. PERSON SPECIFICATION

### Education and Knowledge

- A formal qualification (degree or similar) in a biological/environmental science/countryside management discipline.
- An understanding of UK lowland wetland wildlife, ecology and nature conservation.
- Knowledge of fisheries management and angling.
- Knowledge of countryside/land management techniques and habitat and species management.
- Knowledge of health and safety legislation relevant to the post.
- First Aid qualification.

### Experience

- Recruiting, managing, and developing volunteers.
- Writing conservation management plans.
- Practical habitat and species management work.
- Managing volunteers, work parties etc.
- Work planning, monitoring and reporting.
- Managing budgets.
- Working in partnerships through steering groups, interest groups or site management groups.
- Organising and leading guided walks, events.
- Public speaking and media work such as being interviewed for radio/TV.
- Producing promotional materials and developing web site pages.

### Skills

- Good organisational skills.
- The ability to work on his/her own initiative as well as working as a member of a close-knit team.
- Excellent communication skills – both written and oral.
- A reasonable level of computer literacy, including word-processing and spreadsheets.
- A full and valid driving licence.
- Relationship skills.

### Personal Qualities

- A proven enthusiasm for wildlife and nature conservation and an ability to share it with others.
- A mature outlook and an ability to develop relationships with people from a wide variety of backgrounds and interests.
- Imaginative, innovative and resourceful.
- A willingness to work at evenings and weekends as necessary for the role.
- A commitment to equal opportunities.

## 6. SUMMARY TERMS & CONDITIONS OF EMPLOYMENT

### ***Location***

The postholder will be based at the Trust's offices in St Albans and Denham Country Park, but will be working throughout the Colne Valley.

### ***Contract***

The post is offered on a full-time, fixed term basis. Annual performance appraisals take place.

### ***Probationary period***

A probationary period of six months applies.

### ***Normal hours of work***

The Trust operates a 37.5 hour week. Overtime is not available, though equivalent time off for authorised additional time worked may be taken in lieu.

### ***Annual leave***

Initially 23 days leave per year (rising to 25 days after one year and 28 days after 4 years completed service with the Trust), plus statutory bank holidays per year. Pro-rated where applicable.

### ***Pension***

All eligible employees are automatically enrolled into the Trust's Group Personal Pension Scheme. The Trust contributes 7% of an employee's salary; employees are required to contribute 1% of their salary. Employees are able to opt-out of the pension scheme if they wish.

### ***Car and Travel expenses***

Where the post-holder uses their car and drives on Trust business, he/she will be required to hold a full current valid driving licence and be insured for work. Travel expenses are paid as outlined in the Employee Handbook.

### ***Employee Handbook***

Herts & Middlesex Wildlife Trust's policies and procedures are contained in the Employee Handbook, which is available on appointment. These policies and procedures do not form part of your terms and conditions of employment, save for the Alcohol and Drugs Policy, Rights of Search Policy, Health and Safety Policy, Bribery Policy and Social Media.

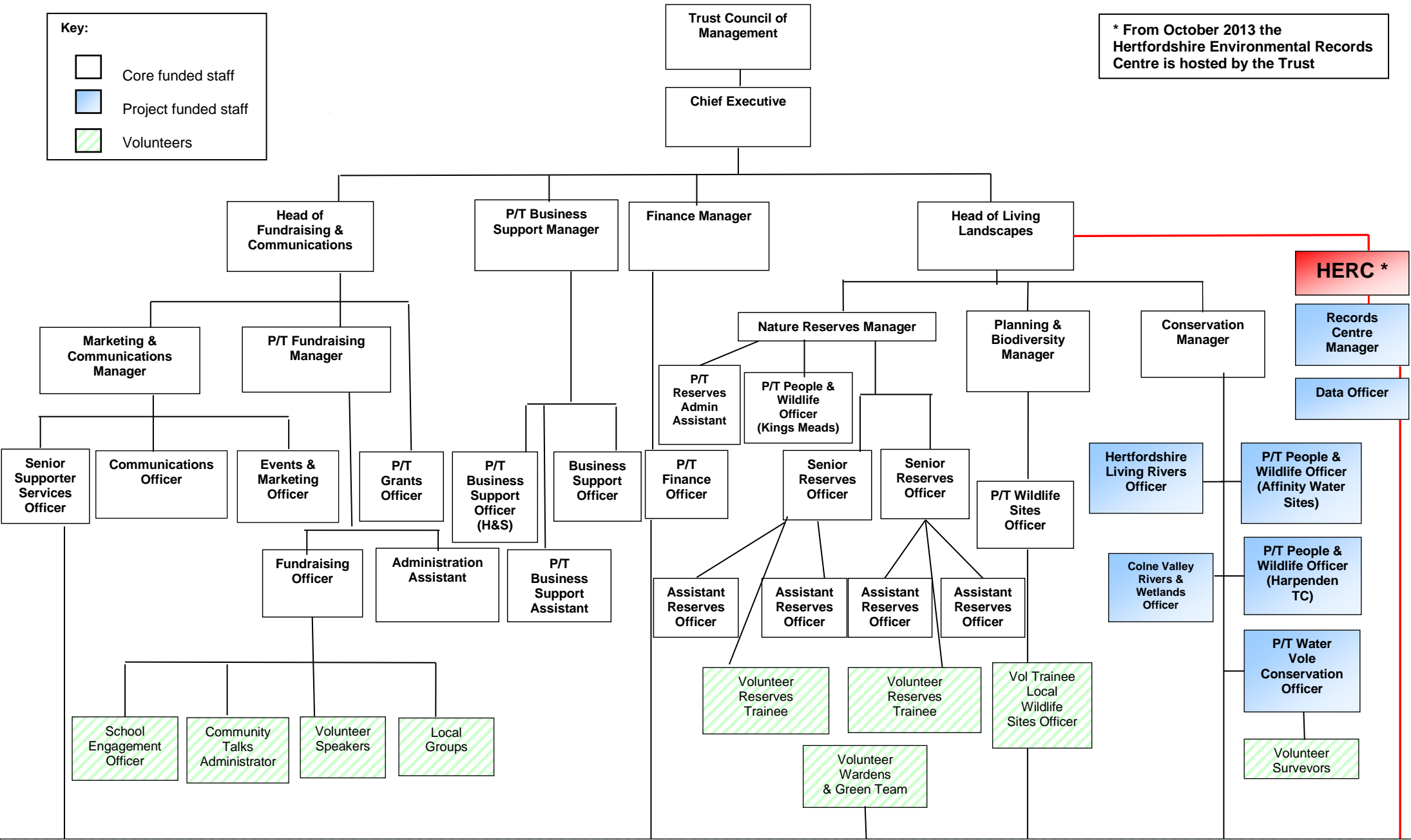


# Herts & Middlesex Wildlife Trust - ORGANISATION CHART

**Key:**

- Core funded staff
- Project funded staff
- Volunteers

\* From October 2013 the Hertfordshire Environmental Records Centre is hosted by the Trust



Volunteers