

Application Pack

Senior Reserves Officer

April 2021

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Herts and Middlesex

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

Tel: (01727) 858901
Email: info@hmwt.org
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. ABOUT HERTS & MIDDLESEX WILDLIFE TRUST

Formed in 1964, we are a local charity supported by people who care about protecting wildlife. With the help of our 600 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.

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

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.

Staffing

The Trust staff includes the Living Landscape team, Fundraising & Communications team, the Finance team and the Business Support team. The Senior Reserves Officer is based in the Living Landscape team, working across our Nature Reserves.

Our office at Grebe House is based on the edge of Verulamium Park in St Albans and we are a friendly team of 37 staff.

For more information please visit:

www.hertswildlifetrust.org.uk to find out more about the Herts & Middlesex Wildlife Trust.

www.wildlifetrusts.org to view The Wildlife Trusts national website.

2. JOB DESCRIPTION

JOB TITLE:	Senior Reserves Officer 37.5 hours per week
RESPONSIBLE TO:	Nature Reserves Manager
RESPONSIBLE FOR:	Assistant Reserves Officers, Volunteer Wardens, Trainees and volunteers, contractors and project staff as appropriate
WORK AREA:	Based at Grebe House, St Albans, Hertfordshire AL3 4SN The Trust's activities cover Hertfordshire, London Boroughs of Barnet, Enfield, Harrow and Hillingdon
SALARY:	Scale point 31-34 plus contribution to pension auto enrolment
EMPLOYMENT TERM:	Permanent
JOB PURPOSE:	To help lead practical reserves management for our western nature reserves by managing Assistant Reserve Officers, Wardens, trainees and contractors, and to work on sites as part of the Reserves Team. To manage projects, and to organise tree and infrastructure inspections and works. To oversee the production of costed site management plans. To take a lead on livestock and grazing.

Main Duties and Responsibilities:

1. Lead, support and develop those Assistant Reserves Officers who this post is responsible for.
2. Lead, support and develop those volunteer Wardens and trainees who this post is responsible for.
3. Project management of grant funded projects relating to nature reserves; ensuring that projects are completed to deadline and budget.
4. Oversee management of the Trust's livestock. Ensure all legal and ethical obligations are fulfilled with respect to welfare and ownership. Develop the grazing programme.
5. Organise the programme of tree safety surveys and infrastructure inspections.
6. Lead and oversee production of costed site management plans for sites, engaging all key stakeholders in the process.
7. Contribute to practical site management as a member of the Reserves Team.
8. Maintain and develop effective relationships with local authorities, neighbours and other site users, and where there are reserve partnerships, maintain their effective operation.
9. Help promote the Trust's nature reserves and other work, via the provision of talks, presentations and participation in events and activities.
10. Undertake work for the Trust's consultancy work as required.
11. To be on call during evenings and weekends as part of a rota system to deal with any Reserve emergencies.
12. Participate in relevant nature reserve seminars, groups and meetings, within the Wildlife Trusts, the counties and the region, representing the Trust as required.
13. Carry out all duties with regard to relevant legislation and the Trust's policies and procedures.
14. Carry out all other such duties as may from time to time be determined by the Nature Reserves 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.

3. PERSON SPECIFICATION

Knowledge and experience

- A formal qualification (degree or similar), likely to be in ecology/environmental science/countryside management.
- Knowledge of countryside/land management techniques and habitat and species management, relevant to lowland Britain.
- An understanding of wildlife, ecology and nature conservation in the UK.
- Knowledge of contracting, health and safety, resource management, grant aid and environmental legislation relating to land management.
- Knowledge of biological monitoring and tree safety management.
- Considerable experience of habitat and species management techniques.
- Considerable practical experience of managing livestock in particular sheep and cattle.
- Experience of writing costed site management plans.
- Experience of setting and reporting against budgets.
- Experience of project development and management.
- Experience of working in partnerships.
- Experience of managing steering groups, user groups and liaising with community groups.
- Experience of work planning, scheduling, monitoring and reporting.
- Experience of project management.

Skills and competencies

- Training and qualifications in tool and equipment use relating to nature reserves management, such as chainsaw, brushcutter, 4x4, trailer towing and first-aid.
- Professional training in tree safety assessment
- Ability to think strategically.
- Ability to work on their own initiative as well as working as a member of a close-knit team.
- Ability to initiate and develop projects.
- Excellent communication skills – both written and orally.
- A good level of computer literacy, including word-processing, spreadsheets and databases, and use of GIS.
- A full and valid UK driving licence and access to a car at work

Personal qualities

- Highly organised.
- A proven enthusiasm for wildlife and nature conservation.
- A willingness to work irregular hours and travel extensively throughout Herts & Middlesex.
- A pro-active approach to their work and solving problems.
- A demonstrable interest in natural history.
- Customer and community focused.
- A commitment to equal opportunities.

4. RECRUITMENT & SELECTION PROCESS

How to apply

A completed Application Form and Equal Opportunities Monitoring Form should be submitted by email by **9am** on **Tuesday 27 April**. 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

Please send your application form & Equal Opportunities form with your name in the file name recruitment@hmwt.org.

Selection Process

Shortlisted candidates will be invited to a Zoom/Teams interview on **Thursday 6 May**. We will invite those candidates that performed best to visit one of our nature reserves with us on **Tuesday 11 May**.

An offer of appointment will be made to the successful candidate shortly after the nature reserve visit.

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.

On appointment, 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>.

5. ADVERT

This role helps to protect local wildlife by managing projects and writing management plans for our Nature Reserves.

Senior Reserves Officer

£32,678 - £35,613 (SCP 31-34) plus contribution to pension auto-enrolment

37.5 hours per week

Permanent contract

Herts and Middlesex Wildlife Trust is the leading local charity working for nature's recovery. We are supported by over 22,000 members and, with a network of volunteers and local partners, we look after the wild places of Hertfordshire and Middlesex.

We want to inspire people to care about wildlife and to help give it a better future. 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.

We are committed to creating a community that recognises and truly values individual differences and identities. We actively encourage applications from people of all backgrounds and cultures.

We offer flexible working as well as other benefits such as salary sacrifice schemes. We are based in the attractive setting of Verulamium Park on the outskirts of St Albans.

About the role

We are looking for someone to play a key role in our Reserves Team, managing projects and writing management plans for nature reserves in the west of our area.

The post holder will have excellent knowledge of practical habitat and species management as well as ecological monitoring techniques. The post holder will have great interpersonal skills and a positive approach to building relationships with stakeholders. You will have great project management, planning and organisational skills, and be able to use IT effectively to deliver these. We are looking for someone with confidence and experience in site management planning, tree safety surveys and conservation grazing.

You will have excellent communication skills, attention to detail and a passion for what we do.

If you would like an informal discussion about this post, please request a call back from Ian Carle, the Trust's Nature Reserves Manager by emailing recruitment@hmwt.org.



**Herts and
Middlesex**

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

www.hertswildlifetrust.org.uk/jobs

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Grebe House
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Closing Date:

9am on Tuesday 27 April 2021

Zoom Interviews:

Thursday 6 May 2021

Site Visit:

Tuesday 11 May 2021

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.

6. SUMMARY TERMS & CONDITIONS OF EMPLOYMENT

Location

The offices of the Trust are currently in St. Albans, though the Trust may require you to work at any other Trust office within a 25-mile radius. Work sites are throughout the counties of Herts and Middlesex.

Contract

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

Probationary period

A probationary period of 6 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

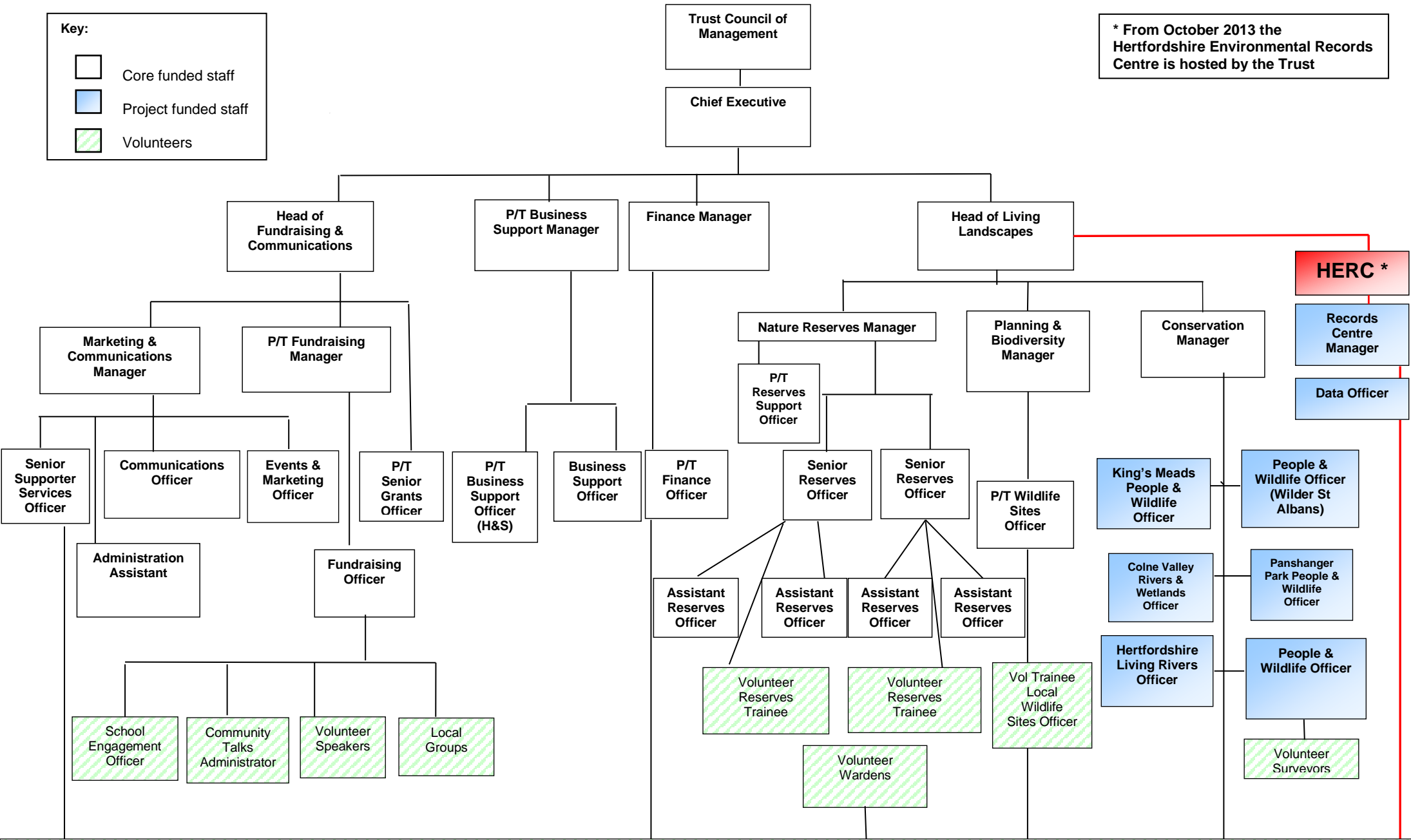
Herts & Middlesex Wildlife Trust's policies and procedures are contained in the Employee Handbook, which is available on appointment. These policies and procedures do not form part of your terms and conditions of employment, save for the Alcohol and Drugs Policy, Rights of Search Policy, Health and Safety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