



**Herts &  
Middlesex**  
Wildlife Trust



# Ecologist

Recruitment Pack

Creating a **wilder** Hertfordshire and Middlesex

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## Message from the Chief Executive

Wildlife is in trouble. We need to reverse the trends in species and habitat decline and this is a crucial time to address the ecological and climate crisis. Are you the person we are looking for to play a leading role in nature's recovery in Hertfordshire and Middlesex?

Our strategy for a wilder Hertfordshire and Middlesex is ambitious. We have set a target of 30% of land to be protected and managed for wildlife by 2030 and we want to be a catalyst for a step change in the number of people taking action for wildlife.

That's why we are recruiting for an Ecologist. You'll be part of the Trust's Nature Recovery Team, delivering the Local Wildlife Sites programme, providing ecological assessment services to the Trust's consultancy and scrutinising planning applications to ensure biodiversity net gain obligations are met through the planning system in Hertfordshire and Middlesex.

We are looking for a highly skilled, motivated and committed individual who is passionate about facilitating the conservation and recovery of wildlife and who is capable of being a compelling advocate for the work of the Trust.

If you feel you have the drive, knowledge and experience we need and want to work with people who care passionately about the future of wildlife, please do apply.



Lesley Davies  
Chief Executive

## About Herts & Middlesex Wildlife Trust

Formed in 1964, Herts and Middlesex Wildlife Trust strives to stand up for wildlife and play a leading role in nature's recovery. We are part of the national federation of Wildlife Trusts which cover the whole of the UK and we work closely with our Wildlife Trust colleagues to raise awareness of and deliver landscape-scale conservation.

There is great contrast within Hertfordshire and the four Middlesex boroughs we cover, from urban areas to quiet agricultural landscapes. We have a wide variety of habitats from flower-rich grasslands and ancient woodlands, to our internationally important chalk streams. In our nature reserves and the wider countryside, we have nationally rare species such as water voles and black necked-grebe. Protecting existing places which are important for wildlife and seeking to connect these sites is vital. Our area faces the combined challenges of climate change and biodiversity loss, as well as high levels of new housing and transport infrastructure.

The Trust's Strategy 2030 sets out our vision and goals. We want to see more space for nature and more people standing up for wildlife and taking action. It is also important that nature is recognised as playing a central role in helping to address issues such as climate change and health and wellbeing. An objective shared by all the Wildlife Trusts is to achieve 30% of land managed and protected for wildlife by 2030.

Working at the heart of communities across our area, we are supported by 23,000 members. Over 600 volunteers help our work on nature reserves, biological recording and engagement activities. We run a variety of partnership projects such as Wilder St Albans which aim to inspire the local community and be the catalyst for action. Inspiring people to take action for wildlife through events, communications, project work and advocacy work is core to the Trust and aims to help us to achieve the step change needed to give wildlife and wild spaces a more positive future.

We manage over 40 nature reserves which cover habitats including ancient woodland, lowland meadows, heathland, wetlands and lakes. They are managed to maximise their value for wildlife and to be welcoming places for visitors. We also provide advice to landowners such as schools, golf courses, local authorities and farmers on action they can take for wildlife which is core to seeing the 30 by 30 target achieved; partnership working is fundamental to our work, we cannot achieve nature's recovery on our own.

The Trust hosts the Herts Environmental Records Centre and in 2020 we published the Herts State of Nature report. This analysed changes to species and habitats over the last 50 years and identified priorities for conservation action in our area. This research underpins the work of the Trust and we use it to inform the work of others, such as the upcoming Local Nature Recovery Strategy.

The Records Centre plays a key role in inspiring people to record and share their wildlife sightings, which is used to inform our conservation priorities. Our planning advisors alongside the Records Centre play a vital role in informing the planning agenda, commenting on planning applications, local plans and major infrastructure to ensure that the ecological implications of new housing and infrastructure proposals are fully considered. We are playing a leading role in advising local authorities to understand and implement biodiversity net gain.

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 nature's recovery.

To find out more about our work, please visit our website [hertswildlifetrust.org.uk](https://hertswildlifetrust.org.uk)

To view the Wildlife Trusts national website visit [wildlifetrusts.org](https://wildlifetrusts.org)

## **Our strategy**

We believe that wildlife should be able to thrive alongside our everyday lives and that everyone benefits from having access to nature. If we work together as a community, nature will recover and we will create a greener, sustainable and wilder future.

This is a pivotal time and we must all take action for wildlife before it is too late. Based on the findings of the Trust's seminal report *Hertfordshire State of Nature*, published in 2020, we have created a strategy for nature's recovery across Hertfordshire and Middlesex, underpinned by three goals:

- More land in Hertfordshire and Middlesex is managed and protected for nature
- More people are standing up for wildlife and taking action for nature's recovery
- Nature plays a central and valued role in helping to address climate issues and people's health and wellbeing

## **Our values**

We are passionate about standing up for wildlife and offer leadership in wildlife conservation in Herts & Middlesex. We do this by being:

- Driven to inspire and support others to take action for wildlife
- Forward looking with ambition and innovation
- Collaborative and partnership minded
- Delivery and solution focused
- Lead by science

## **Our culture**

We are a welcoming organisation which encourages professionalism and consideration of others. We expect all our team members to strive to be:

- A positive member of the team
- Open to new ideas and ways of working
- Aware of self and others
- A great representative of the Trust
- Demonstrate good organisation and planning
- Strive to communicate well
- Demonstrate trust and integrity

## Job Description

<b>Title</b>	Ecologist
<b>Role summary</b>	To deliver the Local Wildlife Sites project, scrutinise planning applications to ensure the implementation of biodiversity net gain and undertake work for the Trust's ecological consultancy.
<b>Reports to</b>	Planning & Biodiversity Manager
<b>Responsible for</b>	Volunteers, including the Local Wildlife Sites trainee
<b>Work base</b>	The Trust's activities cover Hertfordshire and the London Boroughs of Barnet, Enfield, Harrow and Hillingdon. The post is based at the Trust's offices at Grebe House, St Albans, AL3 4SN. The Trust supports flexible working including working from home.
<b>Hours</b>	37.5 hours per week, permanent contract
<b>Salary</b>	Starting salary £30,650, plus contribution to pension auto-enrolment.
<b>Job purpose</b>	<p>The overarching role of the Ecologist is to manage the Local Wildlife Sites system and partnership for Hertfordshire. The Ecologist will also undertake surveys and management planning for the Trust's ecological consultancy and will support the planning advocacy work with emphasis on the Biodiversity Net Gain process.</p> <p>The postholder is expected to support and embrace a positive team culture, and to uphold the Trust's values and expected behaviours at all times. They should act as a positive role model for staff, volunteers and external stakeholders through a professional, collaborative and engaging approach.</p>

### Main responsibilities

1. To lead the Local Wildlife Sites system and Partnership for Hertfordshire. This is to include:
  - a) Leading the Partnership Advisory Group, managing the annual ratification meeting, providing reports and managing the system for the identification and designation of sites.
  - b) Managing a programme of surveying of Local Wildlife Sites, recording changes and condition, largely delivered through volunteers and occasional survey contracts.
  - c) Providing site management advice to owners/managers of Local Wildlife Sites.
  - d) Disseminating data on the location, extent, status and biodiversity of Local Wildlife Sites to local authorities and others, as required.
  - e) Liaising with Local Wildlife Site owners, statutory agencies, local government, natural history bodies and other organisations as directed by the Authorised Officer.
  - f) Managing representations on planning applications, which affect Local Wildlife Sites by recording planning applications that affect LWS on the LWS register and recording searches that encompass LWS.

- g) Maintaining up to date and accurate records including landowner contact details, the advisory work and other relevant site information, and relevant map data using GIS.
  - h) To support the recruitment, management and development of volunteers, including managing the Trust's Local Wildlife Sites trainee.
  - i) To provide advice to Local Wildlife Sites owners on grants and other funding opportunities.
2. To conduct work for the Trust's consultancy. This is to include:
- a) To carry out a range of ecological surveys, primarily botanic surveys.
  - b) To provide management planning advice and prepare reports for external clients to a high standard.
3. To support the Planning and Biodiversity Manager in scrutinising and commenting on planning applications. This is to include:
- a) Selection of planning applications that meet the Trust's criteria for examination.
  - b) Scrutiny of applications to assess whether they meet national and local planning obligations towards biodiversity.
  - c) Comment on planning applications that fail to do so and advise on a course of action to adhere to policy and maximise opportunities for biodiversity through the planning procedure.
  - d) Scrutinise and comment on Natural England Biodiversity Metric calculations.
  - e) Contribute to the formulation of effective procedures on biodiversity net gain for Local Planning Authorities.
4. To help to raise the profile of Local Wildlife Sites through press activity, events, talks and publications, working with the Trust's communications team.
5. To carry out all duties with regard to relevant legislation and the Trust's Health and Safety Policies
6. To carry out any other varied duties that may be required, laid down from time to time by the Planning and Biodiversity Manager, appropriate to the grade and nature of the post and to act for the Planning and Biodiversity, as required.

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

## Person Specification

	<b>Essential</b>	<b>Desirable</b>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• A proven enthusiasm for wildlife and nature conservation</li> <li>• A willingness to work irregular hours and travel extensively throughout Herts &amp; Middlesex</li> </ul>	<ul style="list-style-type: none"> <li>• A commitment to the voluntary/charitable sector</li> <li>• Able to visit sites and carry out surveys</li> </ul>
<b>Experience and knowledge</b>	<ul style="list-style-type: none"> <li>• A formal qualification (degree or similar) in a biological/ecological/environmental science subject.</li> <li>• An excellent understanding of British wildlife, ecology and nature conservation.</li> <li>• A high level of botanical survey expertise and experience.</li> <li>• Excellent understanding of the impact of habitat management techniques, particularly on floral communities.</li> <li>• Experience of providing advice on land management</li> <li>• A working knowledge of identification of National Vegetation Classification communities in Hertfordshire and Middlesex.</li> </ul>	<ul style="list-style-type: none"> <li>• Member of the Chartered Institute of Ecology and Environmental Management</li> <li>• Post graduate qualification in biological recording techniques or similar</li> <li>• BSBI membership</li> <li>• Knowledge of UK Habitats identification system</li> <li>• Bird song identification skills</li> <li>• Invertebrate identification skills</li> <li>• Knowledge of current local and national planning policies regarding biodiversity</li> <li>• Experience in commenting on planning applications</li> <li>• An understanding of funding and grant schemes available for conservation and land management</li> <li>• First Aid certification</li> <li>• Experience and understanding of QGIS</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Ability to undertake ecological surveys and provide advice on habitats and species management</li> <li>• Ability to manage volunteers</li> <li>• The ability to work on his/her own initiative as well as working as a member of a close-knit team</li> <li>• Experience of managing and leading partnerships</li> <li>• Excellent communication skills – both written and oral</li> <li>• Experience of work planning, scheduling, monitoring and reporting</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrable experience and proficiency with a range of IT software, including a good understanding of spreadsheets and databases</li> </ul>



## Conditions

- A commitment to equal opportunities and to the Trust's values
- The role involves occasional weekend or evening work, for example helping with public events, supporter events and promotional activities.
- The role is based in St Albans, but travel to other locations across the area will be required on a regular basis.
- Travel to national meetings and conferences may also be required.
- A full and valid driving licence and access to a vehicle at work.



## Recruitment and selection process

### Applications

For an application form, please visit our website [hertswildlifetrust.org.uk/jobs](https://hertswildlifetrust.org.uk/jobs)

A completed application form should be submitted by email to [recruitment@hmwt.org](mailto:recruitment@hmwt.org) (with your name in the file name) by **9am on Thursday 10<sup>th</sup> February**. CVs will not be accepted.

All applicants will also be asked to complete a voluntary, anonymous equal opportunities form online.

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

If you would like an informal discussion about the role please email Matt Dodds, the Trust's Planning & Biodiversity Manager at [matt.dodds@hmwt.org](mailto:matt.dodds@hmwt.org) to arrange a call.

### Selection Process

Candidates will be invited to attend a first stage interview on **Tuesday 22<sup>nd</sup> February** on Microsoft Teams.

Candidates may be invited to a second stage interview which will include a site visit and be conducted on **Thursday 24<sup>th</sup> February**.

An offer of employment made by Herts and Middlesex Wildlife Trust is subject to:

- Satisfactory written references
- An employment medical assessment to make necessary adjustments and confirm suitability for the role
- Confirmation of the right to work in the UK
- Proof of qualifications listed in your application
- A satisfactory Disclosure Barring Check

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 - [hertswildlifetrust.org.uk/policies](https://hertswildlifetrust.org.uk/policies).

## Summary of terms and conditions of employment

### **A positive employer**

The Trust strives to be a positive employer supporting our staff through flexible working, working from home and training and development. We recognise the importance of our staff team and looking after their health and wellbeing. Our values and expected behaviours reflect the culture which the Trust seeks to maintain to ensure productive, efficient, effective and pleasant workplaces and roles.

### **Location**

The Trust's offices are in St. Albans, though the Trust may require you to work at any other Trust office within a 25-mile radius.

### **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 rising to 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 through salary sacrifice. 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.

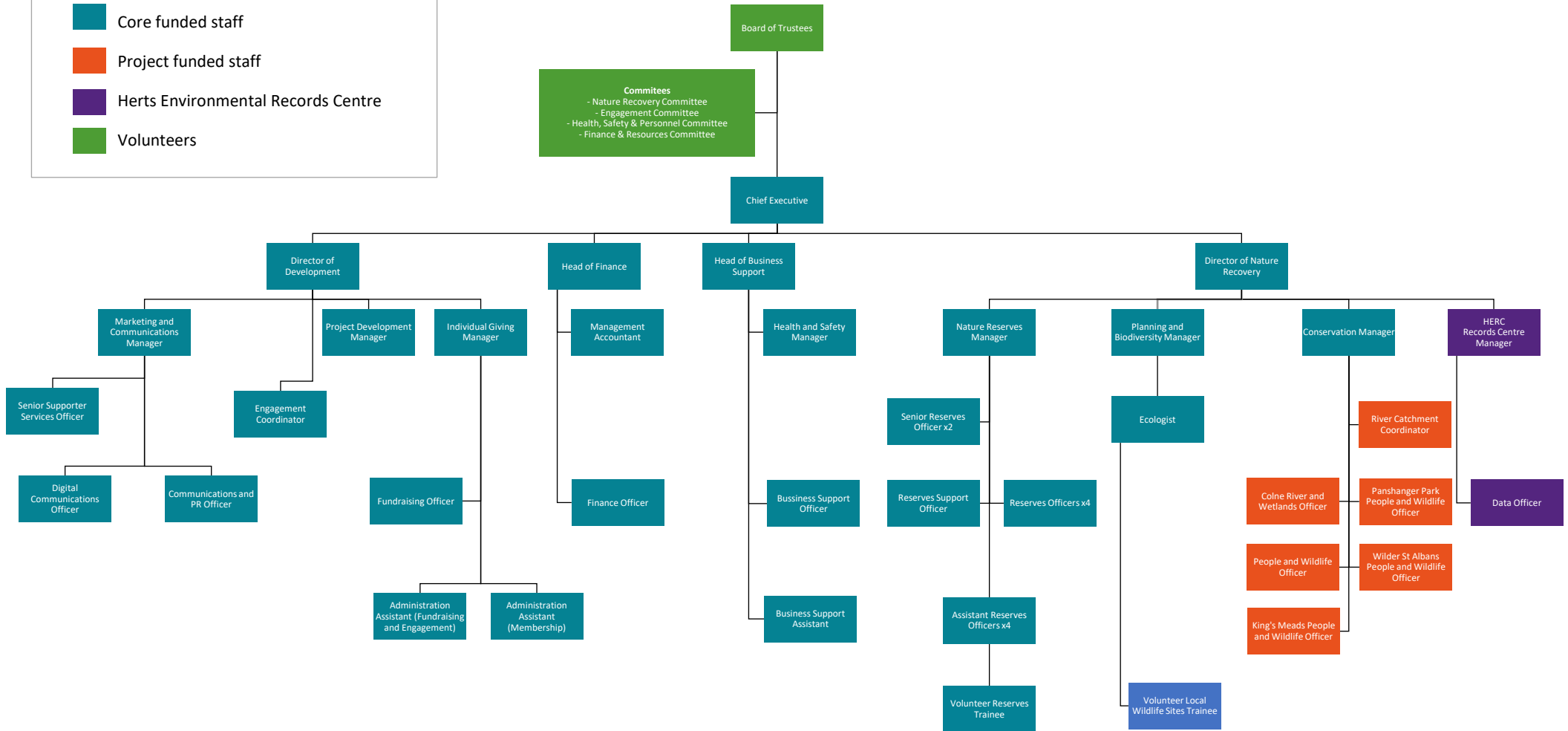
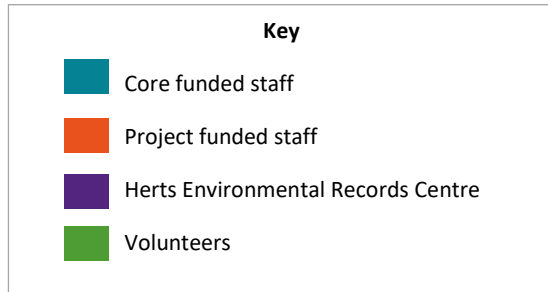
### **Car and Travel expenses**

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 business. Travel expenses are paid as outlined in the Employee Handbook.

### **Employee Handbook**

Herts & Middlesex Wildlife Trust's policies and procedures are set out in the Employee Handbook and accompanying policy documents, and these are available on appointment.

# Staff and governance structure





Herts and  
Middlesex



“We have the choice of a better – and wilder – future. A future where wildlife thrives alongside people. A future where nature helps us in the fight against climate change.

**The time is now to create a wilder future.”**

**Sir David Attenborough**  
President Emeritus, The Wildlife  
Trusts

Barn owl © Danny Green/2020VISION

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