**Introduction**

[Warwickshire Wildlife Trust](http://www.warwickshirewildlifetrust.org.uk/) (WWT) is one of the 46 UK Wildlife Trusts. Established in 1970 we are a community organisation in every sense governed by 14 trustees elected from a membership of 23,500 people, 99% of whom live in the county, and supported by over 500 active volunteers. We manage an estate covering 1,000 ha in Warwickshire, Coventry and Solihull and no one living or working in that area is more than 6 miles from one of our 65 nature reserves. More than 25,000 local children joined in our environmental education programme last year, and thousands more people came to our two visitor centres at Brandon Marsh and Solihull, or took part in our vibrant and varied programme of events.

Our reach is also national, as members of the federal structure of Wildlife Trusts we are part of a collective covering the whole of the UK with 800,000 members, 40,000 volunteers and 2,500 nature reserves, working together through a small central unit (the [Royal Society of Wildlife Trusts](http://www.wildlifetrusts.org)). The Wildlife Trusts have a vision of a society where there is more wildlife, more wild places and more people with a strong connection to the natural world. We believe that human beings are part of the natural world, valuable in its own right and as the foundation of our health and wellbeing, as well as our economic prosperity. Being physically and emotionally in touch with wild plants and animals, and with places where they thrive, contributes to our mental and physical health.

The Tame Valley Wetlands Landscape Partnership (TVWLP) is led by Warwickshire Wildlife Trust with over 20 partners, including local, regional and national bodies such as the Environment Agency, Natural England, Parish, Borough and County Councils, the RSPB and Staffordshire Wildlife Trust.

The Partnership is working towards the vision that ‘by 2030, the Tame Valley Wetlands will be a high quality, well-known and valued landscape, rich in wildlife, beauty and culture for all to enjoy’.

The Tame Valley Wetlands is a unique and hidden landscape vital for people and wildlife. Located between Birmingham and Tamworth in North Warwickshire and south-east Staffordshire, it includes 29 kilometres of the River Tame, important tributaries and the canal corridor, as well as over 1,000 hectares of wetland habitat. In 2017, the area was designated as a Nature Improvement Area; the first in Warwickshire, Coventry and Solihull.

Between 2014 and 2018 the Partnership has delivered a £2.5 million Landscape Partnership Scheme, supported by the Heritage Lottery Fund. The Partnership is now working towards a sustainable future, continuing to act as an important collective voice and an active delivery agent, linking organisations and local communities together through a core delivery team in order to deliver its exciting 2030 vision.

Ed Green

Chief Executive

Warwickshire Wildlife Trust

**Water & Habitats Specialist Officer (Tame Valley Wetlands)**

**Job Description**

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| **Accountable to:** | Tame Valley Wetlands’ Scheme Manager |
| **Location:** | Hams Hall Environmental Centre, B46 1GA, with travel across the Tame Valley Wetlands and wider catchment |
| **Remuneration:** | Grade 2b: £19,380 - £26,520 |
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| **Liaison with:** | WWT Teams, Living Landscapes Team, Partner Organisations, Landowners, Volunteers, Other Key Stakeholders and External Organisations, Businesses and Individuals |
| **Responsible for:**  **Hours:** | Contractors, Volunteers, Corporate groups  Full time, 35 hours per week, fixed-term.  The post will involve some evening and weekend working |

**Job Purpose:**

The purpose of this post is to deliver the Trust’s agreed programme of project work as part of the Tame Valley Wetlands Landscape Partnership. Work will focus on the practical delivery of river restoration, habitat creation and management, and invasive non-native species control projects across a suite of sites in the Tame Valley Wetlands Nature Improvement Area (NIA) and wider catchment.

The post holder will be responsible for safely and efficiently delivering projects with sound project and contract management, whilst generating new opportunities by promoting the Partnership and Trust’s values and vision. The role also involves developing new projects, carrying out feasibility and securing ongoing funding and support.

The post holder will work closely with partner organisations, landowners and stakeholders, whilst involving local people and volunteers in conservation work and project delivery.

**Key Responsibilities:**

1. **Development and delivery of water and habitat practical projects**
   1. To plan, organise, implement and deliver on-site practical habitat and watercourse enhancements with landowners and land managers, engaging volunteers and/or contractors. Projects should aim to incorporate multi-functional benefits, such as Natural Flood Management and water quality improvements where possible.
   2. To liaise closely with partners, statutory bodies and local groups to support implementation of projects on their land.
   3. To identify the best means to fulfil projects involving volunteers, contractors, corporate groups and other organisations.
   4. To work with partners, landowners and volunteers to control invasive non-native species, through various methods, using a structured process and recording results.
   5. To commission and develop detailed designs for delivery by external contractors.
   6. To secure all relevant required permissions, e.g. SSSI and flood consents, landowner permissions, etc. for any project work.
2. **Surveys and monitoring**
   1. To organise and implement targeted surveys of habitats (e.g. hedgerows, wetlands, watercourses, ponds) with particular reference to invasive non-native species, including in-field training of volunteers.
   2. To identify strategic areas of land and sections of river for restoration and enhancement work, and to identify, map and plan biodiversity enhancement opportunities across the Tame Valley Wetlands.
   3. To initiate, co-ordinate and implement on site specialist surveys and monitoring of wetland flora and fauna in conjunction with other staff, partners, consultants and volunteers.
   4. To plan and organise a suitable monitoring and control regime for American mink.
   5. To produce reports on survey work fulfilled, providing an analysis of results, assessment of implications and next steps.
   6. To enter survey results data onto GIS, report results to the LBAP for Warwickshire, Coventry and Solihull.
3. **Volunteer involvement and community engagement**
   1. To involve and support volunteers in undertaking a range of practical habitat enhancement projects and surveys across Tame Valley Wetlands area.
   2. To identify opportunities to maximise the involvement of local communities, local flood action groups, schools and private landowners in project and survey and monitoring work.
   3. To implement the Trust’s system for volunteer management and support as part of the projects.
   4. To involve and work with the Tame Valley Wetlands Community Forum and community groups to engage people and recruit volunteers for projects.
4. **External Relationships and Communications**
   1. To work closely with partners and key contacts including Parish, Borough and County Councils and local flood action groups in the Tame Valley Wetlands NIA, the Environment Agency, Natural England, Habitat Biodiversity Audit Team, RSPB, Tame Anker Mease Catchment Partnership, and local landowners.
   2. To ensure clear communication with landowners and land managers regarding development and implementation of projects, with clarity of roles.
   3. To liaise with landowners, NGO’s, local residents and volunteer groups to undertake surveys and management plan work, gaining access permission from landowners prior to survey.
   4. To undertake project development and support work for the middle Tame catchment as part of the Tame Anker Mease Catchment Partnership.
5. **Communication, interpretation and financial reporting**
   1. To complete financial and progress reports recording outputs and outcomes as required to the Trust’s Living Landscapes Team, delivery partners, funders and the Tame Valley Wetlands Landscape Partnership Board.
   2. To manage delegated budget and specific grant project budgets, seeking quotes to assess value for money, and record and track expenditure per project.
   3. To actively seek new funding opportunities which relate to water and habitat enhancements, and work with colleagues to meet funding targets and to secure resources for the future and the long-term sustainability of this role.
   4. To actively promote project work to inform and reach local communities in the Tame Valley Wetlands area, including press and social media, presentations to relevant groups and to partners.
   5. To advertise activities widely and to appropriate audiences, to recruit volunteers and landowners, contribute information to the Trust and Tame Valley Wetlands’ website, other media and publications.
   6. To act as an ambassador for the Trust and the Tame Valley Wetlands Landscape Partnership, and be the main point of contact for water and habitat related enquiries and communications in the Tame Valley Wetlands.
   7. To support colleagues with the production of interpretation and development of tourism and destination marketing ideas for the Tame Valley Wetlands.
6. **General Responsibilities**
   1. Promote the work, mission and vision of the Trust and the Tame Valley Wetlands Landscape Partnership at all appropriate times.
   2. As part of the Trust’s Living Landscapes team, contribute to the overall strategic management of the Trust’s resources and activities.
   3. Ensure a high level of customer service and professionalism in all dealings with the public, funders and partners.
   4. Ensure continuous development of skills and knowledge required for the post, undergoing training and performance review as required by the Trust.
   5. Work within all the policies and procedures of the Trust, ensuring own compliance with the Trust’s Health and Safety policies and procedures, and that of any resources, volunteers and contractors for which you are responsible. Ensure risk assessments and construction, design and management information is completed and followed, ensuring records are kept and appropriately stored.
   6. Work at all times within the Warwickshire Wildlife Trust’s Equal Opportunities Policy and to promote equal opportunities.
   7. Comply with all legal and contractual obligations concerning the responsibilities of your post.
   8. Prepare annual budgets, work programmes and reporting requirements for your area of work, to be approved by managers.
   9. Actively seek new funding opportunities and work with colleagues to apply for and secure funding related to your line of work in order to secure future funding, working towards the long-term sustainability of your role.
   10. Supervise and support volunteers as appropriate to your role.
   11. Carry out any other reasonable duties commensurate with the level of responsibility of the post, as requested by your line manager or the Chief Executive.
   12. Be available to work out of hours with some weekend, evening and bank holiday working being a requirement of the role.

**Person Specification**

The post-holder will have a range of knowledge, skills and experience. The following is a summary indication of the key requirements for this post:

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| **Experience** | **Essential** | **Desirable** |
| Substantial (more than 2 years) proven practical land management and conservation experience in the following:   * UK biodiversity and nature conservation * Habitat restoration including wetlands, hedgerows and watercourse management | **✓** |  |
| Project management leading projects to deadlines and to budget | **✓** |  |
| Negotiation and management of contracts | **✓** |  |
| Supervision of contractors to deliver projects successfully and safely | **✓** |  |
| Successful project delivery with landowners, working with volunteers and contractors | **✓** |  |
| A clear track record of undertaking practical habitat surveys and condition monitoring | **✓** |  |
| Working collaboratively in partnerships / liaison with a wide range of individuals and organisations, establishing productive working relationships with statutory bodies, current and new partners | **✓** |  |
| Management of project budgets, tracking income and expenditure and ensuring value for money | **✓** |  |
| Fulfilling Health and Safety requirements for land management operations, survey work and volunteer projects | **✓** |  |
| Community engagement techniques and delivery | **✓** |  |
| Recording and mapping of projects on GIS layers |  | **✓** |
| Recruitment and training of volunteers |  | **✓** |
| Writing successful grant applications to secure funding and future projects |  | **✓** |
| Experience in utilising a range of media platforms including television and radio and social media to engage audiences |  | **✓** |
| **Knowledge** | **Essential** | **Desirable** |
| Creation, management and restoration technical knowledge for UK biodiversity and habitats for nature conservation value, especially wetlands and rivers, including Natural Flood Management | **✓** |  |
| Good working knowledge of UK legislation and policies regarding wildlife and heritage, wildlife site designations and protected species | **✓** |  |
| Demonstrate ability to analyse a range and depth of information and use in developing and planning projects | **✓** |  |
| Knowledge of sustainable wetland management practices for conservation | **✓** |  |
| Detailed understanding of key nature conservation issues affecting various habitats and water and flood management issues and techniques | **✓** |  |
| Ecological survey, monitoring and evaluation techniques and wetland species identification including wetland mammals and non-native species | **✓** |  |
| Landscape-scale conservation principles and practice | **✓** |  |
| Understanding of site management plans, Water Framework Directive and relevant environmental legislation | **✓** |  |
| Understanding of volunteer ethos and motivation | **✓** |  |
| Good understanding of Health and Safety issues and processes, including Risk Assessments, CDM, CoSHH and PUWER Regulations | **✓** |  |
| Understanding of impact of climate change | **✓** |  |
| Knowledge of the Tame Catchment’s river and wetland systems |  | **✓** |
| **Skills** | **Essential** | **Desirable** |
| Degree level qualification or equivalent professional experience in an environmental conservation and countryside management related field | **✓** |  |
| Good negotiating and contract management skills | **✓** |  |
| Habitat survey including wetland, watercourse, hedgerow and grassland condition monitoring systems | **✓** |  |
| Good analytical and decision making skills | **✓** |  |
| Excellent oral and written communication skills: | **✓** |  |
| Good project management: organisational, planning, time management and prioritising skills | **✓** |  |
| Financial skills to develop budgets and to manage, track and report on expenditure to deadline, with appropriate level of numeracy skills | **✓** |  |
| Ability to build effective working relationships with a range of stakeholders | **✓** |  |
| Full UK driving licence/ able to travel throughout the Tame Valley Wetlands and wider region (including D1 minibus on licence or willingness to work towards, plus MIDAS refresher) | **✓** |  |
| IT literate with good working knowledge of Microsoft Office and GIS use | **✓** |  |
| Proven survey skills for several species: Water vole, American mink, Eurasian otter, Himalayan balsam, Japanese knotweed, Giant hogweed, New Zealand Pygmy weed; handling licence or willing to work towards | **✓** |  |
| Trained or willing to fulfil training in deploying biological controls for Himalayan Balsam, Japanese Knotweed and other non-native species |  | **✓** |
| Qualified Riverfly Surveyor or willing to work towards |  | **✓** |
| Qualified in Brushcutter certificate or willing to work towards |  | **✓** |
| Good fundraising skills to develop and write applications for project funding |  | **✓** |
| First Aid at Work Certificate or willing to work towards/refresher |  | **✓** |
| **Personal Qualities** | **Essential** | **Desirable** |
| High level of commitment and enthusiasm for WWT and TVWLP’s priorities and vision and delivery of landscape conservation and nature conservation | **✓** |  |
| Holds themselves personally accountable for delivering their responsibilities | **✓** |  |
| Confident and assertive – able to act as an advocate and ambassador and ability to influence people. An engaging representative of WWT and the TVWLP and excellent interpersonal skills | **✓** |  |
| Ability to be proactive and work well on own initiative, and also works effectively as part of a team and in partnership | **✓** |  |
| Willingness to be flexible and respond to changing circumstances; ability to undertake evening, weekend and occasional bank holiday work | **✓** |  |
| Excellent interpersonal skills and good listening skills; ability to work with range of people & handle enquiries | **✓** |  |
| Self-motivated, with high levels of enthusiasm and positive outlook | **✓** |  |
| Commitment to learning new skills, to diversity and to engaging new people in conservation | **✓** |  |
| Good general health and fitness – ability to access sites and difficult terrain | **✓** |  |
| Sound judgement with a calm, confident, mature and pragmatic approach | **✓** |  |
| Organised and effective | **✓** |  |
| A commitment to the role of charities and the voluntary sector in society | **✓** |  |
| An affinity with the outdoors and happy to work outside in all weathers | **✓** |  |

On occasion, the post holder work alone, following Health and Safety lone working procedure.