

**Introduction**

[Warwickshire Wildlife Trust](http://www.warwickshirewildlifetrust.org.uk/) (WWT) is one of the 46 UK Wildlife Trusts. Established in 1956 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.

We want to bring people closer to nature and create a land rich in wildlife.



**Wetlands Project Officer**

|  |  |
| --- | --- |
| **Accountable to:** | Living Landscapes Manager |
| **Location:** | Brandon Marsh Nature Centre, Coventry CV3 3GW and travel across Warwickshire, Coventry and Solihull |
| **Salary:** | Grade 2b: £19,380 - £26,520 |
|  |  |
| **Liaison with:** | Landowners, partnership organisations, local communities and contractors |
| **Responsible for:**  **Hours:** | Volunteers  35 hours per week. |

**Job Purpose:**

The post will deliver a range of grant funded projects on rivers, canals and wetlands across Warwickshire, Coventry and Solihull. Utilising techniques such as natural flood management and the re-naturalisation of rivers the post holder will work with a range of partners and landowners to restore the ecological condition of wetlands, reduce flooding and help to create a more resilient landscape. Projects will aim to work at a landscape scale, helping to create bigger, better, more joined up areas for the benefits of key species like otter and water voles.

**Key Responsibilities:**

1. **Organisation and implementation of practical projects**
   1. To plan, organise and implement on site practical wetland projects.
   2. To liaise closely with partners including (but not exclusive to) Environment Agency, Severn Trent, Canal and River Trust, Local Authorities and Parish Councils to support implementation of projects.
   3. To ensure the provision of materials, resources and equipment required for practical projects in accordance with the agreed budgets.
   4. To identify best means to fulfil projects involving volunteers, contractors, corporate groups and other organisations as appropriate.
2. **Surveys and monitoring**
   1. To organise and implement targeted surveys of habitats: wetland, watercourses, ponds, including in the field training of volunteers.
   2. To identify wetlands for practical restoration and enhancement work, and areas to create new habitat.
   3. To initiate, co-ordinate and implement on site specialist surveys of water voles, otters, wetland species and flora in wetlands in conjunction with other staff, consultants and volunteers when appropriate.
   4. Produce reports on survey work fulfilled, giving analysis of results and implications.
   5. Enter survey results data onto GIS, report results to the LBAP for Warwickshire, Coventry and Solihull, and analyse results regarding connectivity, gaps and potential species movement.
3. **Supervision of volunteer involvement and training**
   1. To recruit, involve, train and support volunteers in undertaking a range of practical enhancement projects and surveys.
   2. To organise and deliver a programme of volunteer practical tasks as part of project delivery.
   3. To implement the Trust’s system for volunteer management and support.
4. **Liaison with landowners and land managers**
   1. To deliver practical ecological enhancement practical projects, including Natural Flood Management, water vole recovery projects and wetland creation with landowners and land managers.
   2. To ensure clear communication with landowners and land managers regarding development and implementation of projects.
   3. To develop further projects for future phases of work.
   4. To develop and deliver WWT’s approach to Natural Flood Management, writing costed proposals for new projects and schemes.
   5. To organise and support meetings, training sessions and demonstration events for landowners.
5. **Catchment Partnership Co-ordination**
   1. To support strategic wetland and watercourse work via the Warwickshire

Avon Catchment Partnership. Helping to develop and review the Catchment Plan and Delivery Plan, and ensuring good communication with Catchment partners and stakeholders, as resources permit.

5.2 To work with Living Landscapes Manager to respond to strategic River

Basin Management plans and other consultations relating to wetlands

and watercourses.

1. **Communication, fundraising and financial reporting**
   1. To report project progress to Living Landscapes Manager, delivery partners and funders as required.
   2. To manage budgets, getting quotes to assess value for money, and record and track expenditure per project. Secure income via completing claims and invoices.
   3. To complete financial reports for projects and progress reporting to funders, submitting these to Living Landscapes Manager for approval.
   4. Supporting the Living Landscapes Manager and Grants and Fundraising Coordinator with funding applications for future project work.
   5. Write text and develop designs for interpretation materials including leaflets and information boards, and promote projects at open days and events.
2. **General Responsibilities**
   1. Promote the work, mission and vision of the Trust at all appropriate times.
   2. Use every opportunity commensurate with other duties to contribute to the Trust’s volunteer recruitment, contacts, fundraising and engagement of people.
   3. Ensure a high level of customer service in all dealings with the public.
   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 for whom you are responsible.
   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. Assist in the preparation of annual budgets, work programmes and reporting requirements for your area of work.
   9. Supervise and support volunteers as appropriate to your role.
   10. 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.

* 1. Be available to work out of hours with some weekend, evening and bank

holiday working 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.

|  |  |  |
| --- | --- | --- |
| **Experience** | **Essential** | **Desirable** |
| Proven practical land management and conservation experience in the following:   * UK nature conservation * Wetland habitat restoration * Watercourse management for water voles and aquatic species | **✓** |  |
| Project management leading projects to deadlines and to budget | **✓** |  |
| Successful project delivery with landowners working with volunteers and contractors | **✓** |  |
| Undertaking practical habitat surveys and condition monitoring | **✓** |  |
| Working collaboratively in partnerships / liaison with a wide range of individuals and organisations | **✓** |  |
| Management of project budgets and ensuring value for money | **✓** |  |
| Fulfilling Health and Safety requirements for land management operations, survey work and volunteers. | **✓** |  |
| Negotiation and management of contracts |  | **✓** |
| Supervision of contractors |  | **✓** |
| Writing grant applications to secure match funding |  | **✓** |
| Knowledge | **Essential** | **Desirable** |
| Management and restoration techniques for UK biodiversity and habitats for nature conservation value. | **✓** |  |
| 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 | **✓** |  |
| A good understanding of key nature conservation issues affecting wetlands, hedgerows, grasslands and ponds | **✓** |  |
| Habitat survey, monitoring and evaluation techniques and some species identification | **✓** |  |
| Landscape scale conservation principles and practice | **✓** |  |
| Understanding of site management plans, Water Framework Directive and relevant environmental legislation | **✓** |  |
| Understanding of the volunteer ethos and motivation | **✓** |  |
| Good understanding of Health and Safety issues and regulations, including site, activity and people Risk Assessments, CDM, CoSSH and PUWER Regs. | **✓** |  |
| Knowledge of the county’s river and wetlands systems |  | **✓** |
| Skills | Essential | Desirable |
| Educated to degree /level 4 in relevant discipline/equivalent professional experience | **✓** |  |
| Habitat survey including wetland, watercourse monitoring systems | **✓** |  |
| Skilled in use of analytical and decision making processes | **✓** |  |
| Excellent oral and written communication skills, including delivery of presentations, interpretation and report writing | **✓** |  |
| Good organisational, planning, time management and prioritising skills | **✓** |  |
| Ability to manage, track and report on income and expenditure to deadline, with appropriate level of numeracy skills | **✓** |  |
| Ability to build effective working relationships with a range of contacts | **✓** |  |
| Full clean UK driving licence/ able to travel throughout the sub region | **✓** |  |
| Good negotiating, contract management and advocacy /  people management skills |  | **✓** |
| First Aid at Work certificate or Emergency First Aid & willing to upgrade to First Aid at Work |  | **✓** |
| IT literate with good working knowledge of Microsoft Office and GIS |  | **✓** |
| Good fundraising skills to develop and write applications for project funding |  | **✓** |
| Personal Qualities | Essential | Desirable |
| Awareness of and enthusiasm for WWT’s priorities and landscape 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 | **✓** |  |
| Ability to be proactive and work well on own initiative and also work effectively as part of a team and in partnership | **✓** |  |
| Willingness to be flexible and respond to changing circumstances; ability to undertake evening and weekend work | **✓** |  |
| Good listening and interpersonal skills; ability to handle range of enquiries | **✓** |  |
| Self - motivated, with flexible and positive outlook | **✓** |  |
| Commitment to nature conservation | **✓** |  |
| Commitment to learning new skills | **✓** |  |
| Good general health and fitness – ability to access sites and difficult terrain | **✓** |  |

**On occasion the post holder will be expected to work alone following Health and Safety guidelines for lone working.**

**Warwickshire Wildlife Trust**

[Warwickshire Wildlife Trust](http://www.warwickshirewildlifetrust.org.uk/) (WWT) is one of the 46 UK Wildlife Trusts. Established in 1956 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.

Further information on the Trust and our strategic plan can be found on our web site: [www.warwickshirewildlifetrust.org.uk](http://www.warwickshirewildlifetrust.org.uk)

**The Wildlife Trusts**

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 Wildlife Trusts have a vision to create *A Living Landscape* and secure *Living Seas* for the whole UK. Further information can be found at <http://www.wildlifetrusts.org/>

**Salary**

Your initial salary will be based on your skills, knowledge and experience, and progression through the salary range will be based on your performance. You will be paid monthly in arrears by credit transfer into a bank or building society account.

**Location**

The post will be based at Warwickshire Wildlife Trust’s Head Office at Brandon Marsh Nature Centre in Coventry. The role will involve travel across Warwickshire, Coventry and Solihull, for which travel expenses are covered.

**Hours of work**

This post is full time (35 hours per week). Our full-time employees work a 35 hour week. In view of Warwickshire Wildlife Trust’s work, employees can be called upon from time to time to work a reasonable period outside of the set hours. No overtime will be payable however time off in lieu will be given for any hours worked in excess of your normal working hours.

**Holiday entitlement**

Our holiday year runs from January to December. Full time employees get 25 days holiday per year plus bank holidays. For permanent members of staff this increases to 27 days after 2 years and 28 days after 5 years’ service.

**Pension**

You will be automatically enrolled in the Warwickshire Wildlife Trust Stakeholder Pension Scheme if you meet the eligibility criteria, though you may opt out. Both the Trust and employee contribute 4% of salary to the scheme.

**Notice**

If you choose to leave the Trust you will be required to give 1 month’s notice due to the grade of the post.

**Equal opportunities**

Warwickshire Wildlife Trust is committed to equal opportunities and appoints on merit. We welcome applicants from all sections of society regardless of gender, sexual orientation, race, disability, marital status, age and religion, perceived community background or political beliefs.

|  |
| --- |
| *The purpose of this information is solely to provide prospective candidates with details relating to the post. It may not be construed as an offer of employment, nor does it form part of the contract of employment or the role profile.* |