



**Yorkshire**  
Wildlife Trust

# **Nature Reserves Manager (West)**

## **Job Description**



[ywt.org.uk](http://ywt.org.uk)

## About us

Yorkshire Wildlife Trust is one of the region's largest environmental charities; our mission is to **drive nature's recovery in Yorkshire** across our land and at sea.

We are one of 46 regional Wildlife Trusts working for nature and collectively forming the Wildlife Trusts, one of the largest collective national movements for wildlife in Europe.

Our vision is for **wildlife and people thrive together across Yorkshire's communities, land, rivers and sea**. We work holistically in nature, thinking globally, planning at regional and landscape scale, while delivering our work in partnership with local communities, caring for local wildlife together. Our dedicated team of staff (c.190) and volunteers (c.1000) work together, on behalf of all our members (c.41,000), in every corner of Yorkshire to make this vision a reality.

Since forming in 1946 with our first reserve at Askham Bog, we now steward 115 nature reserves, which cover more than 3000 hectares of land and include some of our most precious wildlife. We also work extensively with other land managers, communities and businesses, to inspire, advise and deliver restoration work, supporting others too play their part in nature's recovery.

We are passionate advocates for Yorkshire's incredible wildlife and wild places. Join us and help create a diverse and inclusive team, committed to driving change for Yorkshire's wildlife, communities and a positive future.

Located within our **Operations & Impact Directorate**, the West Yorkshire operational area currently contains 24 nature reserves that cover almost 460 Ha, managed by the staff team and volunteers to enable nature's recovery, half of which are managed under a local authority management agreement and the rest owned or leased by the Trust. The nature reserves include several SSSI's and consist of a range of habitats including magnesian limestone grassland, wetland, broad-leaved woodland and restored farmland, extending in location from Calderdale in the west of the region to the northeast of Leeds.

The nature reserves team currently consists of x2 Reserves Officers and a Reserves Assistant all based from Stirley in Huddersfield, a 90 Ha ex dairy farm that houses our grazing livestock and our machinery and equipment stores and is managed for nature's recovery by the team.



## Nature Reserves Manager (West)

### Job Description

**Responsible for:** 2 Nature Reserve Officers, 1 Nature Reserve Assistant, Volunteers, Interns and Contractors

**Responsible to:** Regional Manager – South and West

**Location/based at:** YWT Stirley, Huddersfield

**Date last updated:** 15 January 2026

### Main Purpose of the Role

The role of Nature Reserves Manager is a key, regionally based management position with operational accountability for the following:

- Ensuring the effective management and development of nature reserves and other places 'managed for nature' within West Yorkshire for both wildlife and people
- Identifying opportunities for extending and connecting existing nature reserves and working with the Regional Manager to secure land acquisitions and grant funding where available.
- Contributing to the delivery of the Trust's Blueprint – 'Bringing Yorkshire's Nature Back' - at a regional level, with a focus upon nature's recovery with delivery linked to regional strategy such as Local Nature Recovery Strategies.
- Providing insight and expert opinion to inform priorities for targeted landscape scale habitat management and creation, species recovery and reintroduction.
- Team budget management, including contribution to the successful delivery of an annual 'budget envelope' by actively contributing to income via grants and other external funding sources.
- Leadership and management of the nature reserves staff team, ensuring performance management, coaching, development and ensuring staff and volunteer compliance with Trust policy and procedure.



- Contributing to ecological monitoring and reporting that informs management planning, work programmes, policy development and regional business planning priorities.
- Contribute to the Trust's engagement with supporters and visitors at our nature reserves, leading on the organisation and delivery of events, activities and volunteering opportunities.
- Responsible for the effective utilisation, implementation and reporting of Agri-Environment Schemes on regional nature reserves.
- Help to build and maintain local relationships with partners and stakeholders, including local communities, local authorities, farmers, CaBA networks, etc.

## Tasks and responsibilities

### Nature Reserves and 'places' management

- Producing and implementing nature reserve management plans using the Conservation Management System (CMSi) and GIS mapping software, to prepare and cost the reserves work programme and overall budget.
- Ensuring successful completion of the annual site-based work programmes – ensuring compliance with lease agreements, agri-environment scheme requirements and any site designations as well as being accountable for maintaining consistently high standards of infrastructure management.
- Utilising technology where available, carry out some ecological surveys and site assessments, as well as practical nature conservation and site maintenance tasks as may be required, either individually or in support of your team, volunteers, and contractors to ensure effective and efficient delivery of work programmes, ensuring that the work is carried out safely, on time and within budget.
- Through development and implementation of events, signage, interpretation, infrastructure and visitor facilities, help improve the visitor experience on nature reserves to help to increase and diversify our audience whilst also raising awareness of the work to manage nature reserves and recover nature.
- Work closely with other regional management team colleagues to ensure the effective sharing of resources and skills throughout the region and wider Trust.



- Support the Trust's Grazing Team and regional grazing hub arrangements, ensuring that effective grazing management, high standards of animal welfare and livestock management practices are achieved throughout the year.

### **Involving volunteers**

- Act as a volunteer champion in the area, encouraging active and safe involvement in reserve management by volunteers
- Work with the Volunteering Development Team to facilitate recruitment, provide induction, support and training of volunteers.
- Ensure that volunteer groups in the region are organised, supervised, cared for and motivated with an accessible and inspiring range of tasks and opportunities for involvement.

### **Development and Partnerships**

- Acting as an ambassador for the Trust, establish effective working relationships and partnerships with internal and external stakeholders, e.g. Environment agency, Natural England, Rivers Trust, etc.
- West Yorkshire lead on the co-ordination, development, monitoring and reporting of agri-environment schemes (e.g. HLS & CSS), capital work contracts, external funding bids and applications and income generation opportunities.
- Support the development of new initiatives, partnerships, projects and funding opportunities to facilitate the development of nature's recovery, volunteer support and community engagement.

### **Team Leadership**

- Manage and monitor the annual delegated budget for West nature reserves.
- Manage the nature reserves staff and volunteers, ensuring effective and visible supervision (regular site visits, 121's, team meetings, Individual Performance and Planning reviews), personal development, coaching and mentoring.
- Foster a strong collaborative team environment, ensuring regular and effective communications between the team and other Trust colleagues.
- Work closely with other regional management team colleagues to ensure balanced and effective utilisation of staffing resources throughout the region, promoting and enabling collaboration and shared workload.



## Health and Safety

- Ensure compliance with the Health and Safety at Work Act 1974 and related legislation across all regional operations, maintaining a safe working environment for staff, volunteers, contractors and visitors.
- Support the implementation of health and safety policies, risk assessments and safe systems of work across all regional reserves and workstreams, ensuring regular active H&S monitoring and dynamic risk assessment.
- Take responsibility for ensuring the nature reserves staff and volunteers are reporting accidents, incidents and near-misses in accordance with RIDDOR and Trust procedures, supporting the Operations Manager and Regional Manager in implementing corrective actions to prevent any recurrence.

## Other

- Promote the Trust and partner organisations whenever possible.
- Demonstrate our Trust values every day behaving with courage, respect, and integrity whilst trusting others and taking responsibility for your actions at all times.
- Support and promote the Trust's commitment to equality, diversity and inclusion.
- The Trust is committed to safeguarding and promoting the welfare of children, young people, and adults at risk and expects all staff and volunteers to share this commitment.
- Abide by all Trust policies.
- Undertake any other duties as requested by your line manager and in line with the post.



## Person Specification – Nature Reserves Manager (West)

Experience	Essential/Desirable
Leading people: experience of supervising, managing and motivating staff & volunteers.	Essential
Budget management, monitoring and reporting	Essential
Demonstrable practical nature conservation management experience with certified training in chainsaw and brushcutter use either completed or willing to undertake training	Essential
Land management: experience in a range of habitat management techniques, species management / recovery, infrastructure management and site maintenance	Essential
Experience of compiling work programmes, costing individual jobs and supervising completion of required workload	Essential
Building relationships: experience of partnership working with a wide range of stakeholders (e.g. Government agencies, contractors, local authority officers, volunteer groups and farmers)	Essential
Experience of livestock handling and management	Desirable
Project development: experience of successfully developing projects and securing external funding	Desirable
Knowledge and Skills	Essential/Desirable
Knowledge of basic ecological principles associated with grasslands, wetlands and woodland habitats, including conservation grazing and understanding of related management requirements particularly focussed upon adapting to climate change impacts, etc.	Essential
Up to date knowledge of H&S, relevant HR policy, agri-environment policy and schemes, relevant land tenure legislation and obligations	Essential
Knowledge and insight of managing and motivating volunteers	Essential



Knowledge and understanding of the emerging Local Nature Recovery Strategies and Biodiversity Net Gain with insight as to how nature reserves management might align and benefit.	Desirable
GIS and /or spatial mapping skills	Desirable
<b>Personal Qualities</b>	<b>Essential/Desirable</b>
Effective communicator: personable and engaging, ability to build and maintain great relationships with a wide range of colleagues, partners and stakeholders	Essential
Organised and with a keen eye for detail, able to respond flexibly and adaptable to changing work demands and revising your workload	Essential
An enthusiastic interest in wildlife: truly passionate about bringing about a Yorkshire rich in wildlife for everyone	Essential
Able to work independently under own initiative or as part of a team	Essential
<b>Other Essential Qualifications/Requirements</b>	<b>Essential/Desirable</b>
Graduate level qualification, or relevant vocational qualification and accredited practical training, or substantial experience (minimum of 3 years) in a practical land management or nature conservation role	Essential
Ability to collate data, information & opinions from different sources, make decisions and form clear, confident recommendations	Essential
Full driving licence	Essential
Species and habitat survey and monitoring	Essential
GIS and data management	Desirable
DBS Check	Essential



## Terms and Conditions

<b>Salary:</b>	Within the range £31,768 - £34,959 per annum (pro rata if part-time).
<b>Hours:</b>	35 hours per week, Monday to Friday. The nature of the post's duties may occasionally require evening and/or weekend work  Paid overtime is not available, but time off in lieu will be given for essential additional hours worked.
<b>Contract:</b>	Permanent. A probationary period of 6 months applies to new staff, during which you must complete all essential, mandatory training.
<b>DBS:</b>	An offer of employment for this role will be subject to a satisfactory disclosure and barring check. DBS checks will be repeated every 3 years unless there is a reason to request one earlier.
<b>Flexibility:</b>	Whilst ensuring the needs of the business and the role are met, the Trust endeavours to meet the flexible working needs of its employees. Depending on the nature of the role, the Trust offers hybrid working (a mix of office and at home).
<b>Holidays:</b>	30 days per annum inclusive of 3 office/site closure days over the Christmas period, in addition to national public holidays, rising to 33 days after 5 years' service. All leave is pro rata for part time employees.
<b>Pensions:</b>	You may be eligible to be auto enrolled into the Trust's Pension Scheme. Terms of the scheme are available on request from Finance.
<b>Employee Assistance Programme:</b>	The Trust provides an Employee Assistance Programme. This is a confidential service which aims to provide staff with support for a range of issues.



<b>Health Questionnaire:</b>	You will be asked to complete a health questionnaire in order to identify and support or adjustments you may require.
<b>Equal Opportunities:</b>	Yorkshire 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.
<b>Place of Work:</b>	The post will be based at <b>YWT Stirley, Huddersfield</b>
<b>Travel:</b>	Public transport is encouraged although pool vehicles are available. In exceptional circumstances the use of the employee's own vehicle may be necessary for business use, at a mileage rate of 45p per mile.
<b>Training &amp; Professional Memberships:</b>	The Trust is fully committed to personal development and training and supports achieving and maintaining professional memberships and accreditations, with any essential-to-role professional memberships paid for by the Trust.

