



Yorkshire
Wildlife Trust

Nature Reserves Officer (East) Job Description



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.

The post is within our **Operations & Impact Directorate**, the East Yorkshire operational area. This role will manage a suite of sites in the Vale of York with the team and volunteers include the iconic sites **Askham Bog SSSI**, **Strensall Common SSSI/SAC** and assisting the manager with **Wheldrake Ings SSSI/SAC/SPA**.

The nature reserves include 5 SSSIs and consist of a range of habitats including lowland heathland, fen, floodplain meadows, and broad-leaved woodland spanning Malton to Selby. Many are in CSHT and HLS agri-environment schemes and sites also include floodplain restoration, species re-introduction and grazing using nofence technology with both tenants and our own herds of Hebridean sheep and highland cattle.

The nature reserves team currently consists of 1 Living Landscapes Manager, an officer (this role) and x2 part time assistants based out of our HQ at York.





Nature Reserves Officer (East)

Job Description

- Responsible for:** Nature Reserve Assistant, volunteers, interns and contractors
- Responsible to:** Living Landscapes Manager (LLM) – Vale of York and Derwent Catchment
- Location/based at:** 1 St. George's Place, York.
- Date last updated:** 29 April 2026

Main Purpose of the Role

- Deliver the management of Yorkshire Wildlife Trust (YWT) reserves within the Vale of York, including SSSIs at Askham Bog and Strensall Common
- Deliver, monitor and report on agri-environment schemes across the reserves portfolio
- Work with managers to identify future funding opportunities for both reserves and project work
- Ensure reserve management plans, work programmes, and other systems are maintained in a timely and accurate fashion

Tasks and responsibilities

- Develop, deliver and report against annual work programmes for YWT Reserves across the East Region of Yorkshire through Conservation Management System (CMSi) and/or a successor system.
- Draw up adaptable management plans for assigned reserves according to a set format on the Conservation Management System (CMSi) and where applicable apply to agri-environment schemes.
- Deliver agri-environment and other land management grant schemes and identify and implement opportunities to integrate reserve management activities into wider Living Landscape objectives of the team and region.





- Carry out project management activities as required as part of a hybrid approach to the delivery of the Region's Business Plan.
- Liaise with neighbours, members of the public and outside bodies with regards to the management of the reserves and represent YWT on site related groups e.g. Strensall Conservation Group etc.
- Promote the health and safety of volunteers and community groups engaged in reserve management activities, and members of the public and staff using sites.
- Act as a volunteer champion in the area, encouraging active engagement in reserve management by our volunteers. Assist recruitment, induction, support and training of new volunteers in liaison with the YWT Volunteer Development Team.
- Manage the work programme of the assistant and support their skill development.
- Contribute to budget planning and management through discussion with line manager
- Ensure effective use of resources and competent project management of externally funded programmes of work.
- Liaise with statutory authorities and other partners to file claims and obtain legal consents and derogations for Reserve management.
- Ensure competent electronic filing and administration of all correspondence.
- Liaise with YWT grazing team and external graziers to deliver management objectives and help with the gathering and transport of YWT livestock. Ensure that livestock and volunteer checkers welfare needs are met on reserves including suitable infrastructure. Help with the required paperwork needed for Nitrate Vulnerable Zones, CSHT etc.
- Health and Safety: oversee East tool store and H&S compliance on reserves and within team, including equipment servicing, pesticide recording, risk assessments, while reporting issues to LLM.
- Expand the Higher-Level Scheme (HLS) & SSSI monitoring system and implement this system using volunteers and staff to carry out scientific recording on reserves.
- Support project management activities, as required, as part of a hybrid approach to the delivery of the Region's Business Plan.





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

Experience	Essential/Desirable
Land management: experience in a range of habitat management techniques, conservation grazing, infrastructure management and site maintenance and species management / recovery.	Essential
Experience of costing, planning and delivering site works by staff and contractors, such as infrastructure and habitat restoration/creation	Essential
Experience of collating data, information & opinions from different sources to inform writing adaptive site management plans	Essential
Leading people: experience of supervising, managing and motivating volunteers, staff and visiting groups	Essential
Monitoring, reporting and claiming on agri-environment schemes	Essential
Demonstrable practical nature conservation management experience with hand and power tools, able to explain and demonstrate appropriate tools and explain tasks for volunteers.	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)	Desirable
Experience of livestock handling and management, livestock movement certificate.	Desirable
Project development: experience of successfully developing projects and securing external funding	Desirable
Knowledge and Skills	Essential/Desirable
Knowledge of managing lowland heath, fen, floodplain meadows, wetlands and woodland habitats, including conservation grazing.	Essential
A good understanding of relevant legislation in relation to land management, e.g. nature conservation regulations (SSSI legislation), agricultural regulations and health and safety, COSHH.	Essential





Biological identification/survey/monitoring habitat/species management expertise	Desirable
GIS, data management and /or spatial mapping skills	Desirable
Species and habitat survey and monitoring	Desirable
Personal Qualities	Essential/Desirable
A 'can do' flexible approach capable of working both independently and as part of a team, able to respond flexibly and adaptable to changing work demands and revising your workload	Essential
Effective communicator: personable and engaging, ability to build and maintain great relationships with a wide range of colleagues, partners, stakeholders and media	Essential
An enthusiastic interest in wildlife with willingness to learn and adapt to new research and show initiative	Essential
Other Essential Qualifications/Requirements	Essential/Desirable
Graduate level or relevant vocational qualification, and/or substantial experience in a practical land management or nature conservation role	Essential
Land management accredited qualifications i.e. PA1 & 6AW, Chainsaw, Brush-cutter, Outdoor First aid	Essential
Full UK driving licence	Essential
Trailer endorsement or willingness to learn	Desirable





Terms and Conditions

Salary:	Within the range £28,804.88 - £32,043.44 per annum (pro rata if part-time).
Hours:	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.
Contract:	Permanent. A probationary period applies to new staff, during which you must complete all essential, mandatory training.
Flexibility:	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).
Holidays:	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.
Pensions:	You may be eligible to be auto enrolled into the Trust's Pension Scheme. Terms of the scheme are available on request from Finance.
Employee Assistance Programme:	The Trust provides an Employee Assistance Programme. This is a confidential service which aims to provide staff with support for a range of issues.
Health Questionnaire:	You will be asked to complete a health questionnaire in order to identify and support or adjustments you may require.





Equal Opportunities:	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.
Place of Work:	The post will be based at YWT HQ, 1 St. George's Place, York.
Travel:	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.
Training & Professional Memberships:	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.

