

Hampshire & Isle of Wight Wildlife Trust
JOB DESCRIPTION

1. IDENTIFICATION OF JOB

JOB TITLE	East Wight Woodland Apprentice
DEPARTMENT	Estates and Conservation
RESPONSIBLE TO	East Wight Woodland Assistant
RESPONSIBLE FOR	n/a
LEVEL	Level A (Apprentice Minimum wage)

2. OVERALL PURPOSE OF JOB

The apprentice post will specifically assist in the delivery of land management in the East Wight area, focusing on neglected and undermanaged woodlands. The Trust owns or manages 8 nature reserves in and around the East Wight, four with species-rich woodland. This means the Reserves management team on the Island have a diverse and challenging job and this role will be an extremely important part of the team. Further woodland sites will be worked in as part of the Down to the Coast initiative restoring woodlands in the East Wight.

Duties will include assisting officers with habitat and estate management, survey work, data collation, equipment maintenance, project reporting and publicity, and practical conservation tasks. On the job training will be given in a range of woodland management techniques alongside woodland craft, habitat and species management. .

Training will include a day release to Sparsholt College and tuition and travelling expenses will be paid

The post is funded by the Down to the Coast Landscape Partnership which is supported by the Heritage Lottery Fund.

3. MAIN RESPONSIBILITIES

Nature reserve management and maintenance including:

- Management of boundary and access infrastructure
- Management of a range of habitats including: woodland and scrub as well as rural skills such as hedge laying
- Installing and maintaining countryside furniture such as benches, bridges, gates and boardwalks
- Ecological survey work (identification, condition assessments, indicator species)
- Maintaining accurate records and inputting data

Public engagement

- Assisting with public events, guided walks and talks
- Working with the on-site teams to promote community involvement with the Trust's nature reserves
- Helping to draw up work plans
- Providing an on-site presence across the Trust's nature reserves
- Promoting the Trust wherever possible, acting as an ambassador for our vision, values and aims.
- Undertaking additional duties commensurate with the post as may reasonably be requested from time to time.
- Abide by all Trust policies and legal obligations.

4. JOB SPECIFICATION / SCOPE OF ROLE

- This role has everyday contact with Trust Staff, volunteers and you will be in regular contact with members of the public whilst carrying out your duties.
- There is no delegated authority, budgetary or management responsibility within the role.
- Out of hours work may be required for which time of in lieu will be granted.
- Full clean driving license desirable

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PERSON SPECIFICATION

JOB TITLE	Woodland Apprentice
DEPARTMENT	Estates and Conservation

Below is the list of experience, knowledge, skills and personal qualities desirable for the above role.

Area A EXPERIENCE
The post holder will be trained within the role but you would be expected to have: <ul style="list-style-type: none">• Some experience of undertaking practical conservation tasks or working as a volunteers• To be able to demonstrate an interest in wildlife and the countryside
Area B KNOWLEDGE
The post holder is expected to be: <ul style="list-style-type: none">• IT Literate• Qualified to GCSE level in English and Maths.• Knowledgeable of principals and issues affecting the environment, habitat management and species conservation.
Area C SKILLS
The post holder will need to have: <ul style="list-style-type: none">• A good practical aptitude• An ability to use basic hand tools in a safe and effective way• Good written and verbal communication and presentation skills.• Computer literate with Microsoft Word, Excel and Outlook• Ability to work closely within a small but very busy team, but also use own initiative
Area D PERSONAL QUALITIES
<ul style="list-style-type: none">• Approachable and friendly manner• Self-motivated with the ability to work flexibly on their own initiative.• Confident in working in and around water, livestock and willing to handle protected species under supervision• Ability to work under pressure and to meet deadlines• High standards of professional and personal integrity• Excellent team worker• Interest in wildlife conservation