**Hampshire & Isle of Wight Wildlife Trust**

**JOB DESCRIPTION**

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| 1. **IDENTIFICATION OF JOB** | |
| **JOB TITLE** | East Wight Wetlands Officer – Isle of Wight |
| **DEPARTMENT** | Estates & Conservation Delivery |
| **RESPONSIBLE TO** | Reserves Manager (Solent & IOW) |
| **RESPONSIBLE FOR** | * Assistant Reserves Officer * Contractors * Regular volunteering teams and volunteers |
| **LEVEL** | C |

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| 1. **OVERALL PURPOSE OF JOB** |
| As part of the Isle of Wight Team, the post is crucial to the successful delivery of the Trust’s Reserve and Wilder vision on the Isle of Wight. Initially the role will focus on the completion of the HLF funded Down to the Coast Wetland Restoration Project. The final year of the project will focus on delivery of Wetland restoration works in the East Wight principally on the Eastern Yar catchment. It will also involve final project review and legacy planning for the project and project sites. This project is due for completion by the end of 2020. Upon completion of the project the role will then focus on the management of the Isle of Wight reserves suite and legacy works on project sites.  This role has the responsibility for the management of the Isle of Wight reserves. These encompass a wide range of habitats and species so candidates will need to have excellent experience in wide ranging habitat management. Key aspects of the role will be to manage the estate to a high standard in line with contractual & statutory obligations and promoting the Trust Reserves as exemplars of good management. The post holder will be responsible for the line management of the Assistant Reserves Officer and for the recruitment & supervision of volunteers and will coordinate a varied programme of volunteering and public engagement activities.  This is a challenging role that requires a high degree of practical competency, administration & record keeping, initiative & enthusiasm. The post holder will be an experienced land manager with an excellent understanding of a wide range of habitat and species management. Flexible working will be required and experience in the use of power tools, tractors will be essential. Knowledge of conservation grazing systems and livestock husbandry will be an advantage. A confident and engaging communication approach will be essential. |

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| 1. **MAIN RESPONSIBILITIES** |
| ***Manage Trust Estate in line with Trust Policy and Vision***   * Manage the estate to a high standard in line with contractual & statutory obligations * Undertake or coordinate practical management work as required, to maintain or enhance habitats for the diversity of species found on the sites to the standards set by the Trust, to Favourable/Unfavourable Improving Status (as defined by Natural England) where possible. * Supervise and undertake monitoring to ensure management has a positive outcome for wildlife on the reserve * Produce, review and implement management plans for the reserve as required * Fulfil terms of relevant agreements e.g. Countryside Stewardship; leases * Manage short-term projects and contracts on the reserve * Liaise with, and provide advice and guidance to, landowners and other interested parties adjacent to or close to the nature reserve including attending relevant meetings.   ***Inspiring People & Securing Recognition***   * Raise the profile of the Trust through guided walks, presentations and events to foster public enjoyment of this flagship nature reserve. * Work closely with the Education and Engagement team to establish suitable areas for respective activities * Coordinate feasibility studies (e.g. hydrological assessments, access audits) to inform implementation of management plan objectives * In conjunction with the Communications & External Affairs team, promote the reserves through relevant publicity * Proactively promote the Trust and its work in all interaction with the public * In conjunction with the membership team recruit new Trust members   ***Management, Volunteering and Local Group Support***   * Line manage the Assistant Reserves Officer * Supervise contractors according to Trust policies and procedures * Recruit & develop a volunteer team to assist with management, wardening & livestock lookering on the reserve * Seek to widen participation and promote the value of the nature reserve by using a range of activities aimed at local communities and other users of reserves   ***Contributing to the effectiveness of the Trust***   * Represent the Trust on relevant partnership groups e.g. IOW Biodiversity Partnership * Liaise with statutory and non-statutory organisations * Comply with all relevant Health & Safety legislation and the Trust Health & Safety Policy e.g. by preparing and implementing risk assessments, completing tool maintenance records * Prepare and monitor annual budgets * Obtain and issue necessary consents, licences and contracts * Produce annual reports as required * Be an advocate and positive role model for the Trust, acting to safeguard the organisation’s reputation and key partnerships * To abide by Trust procedures and policies * To undertake additional duties commensurate with the post as may reasonably be requested from time to time |

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| 1. **JOB SPECIFICATION / SCOPE OF ROLE** |
| * The post holder will be responsible for managing staff, volunteer teams and contractors * The role has regular contact with the general public, Trust staff and volunteers * This post has a budget responsibility from £10,000 to £100,000 * Weekend and evening work may be required |

**PERSON SPECIFICATION**

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

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| **Area A EXPERIENCE** |
| The post holder will be expected to have the following experience:   * Proven practical land management experience on nature reserves * Experience of technical administration relating to statutory obligations (stewardship, designated sites, protected species, cross compliance, H&S) * Experience of line management * Experience of grassland and wetland management * Experience of woodland management * Experience of managing the public on nature reserves |
| **Area B KNOWLEDGE** |
| The post holder is expected to be:   * Qualified to higher level in a relevant conservation / land management / ecological subject * Knowledge of species and habitats, survey and monitoring * A high level of habitat/species management expertise * Awareness of conservation issues and ecological processes * Hold a full driving license |
| **Area C SKILLS** |
| The post holder will need to have:   * Use of chainsaws and delivering minor forestry operations including dangerous tree work, winching and timber extraction, * Trained and (where relevant) certificated in the safe use of power tools, herbicides and driving with a trailer. * Trained and certificated in tractor driving is desirable * Livestock management skills * Task leadership skills * Excellent species identification skills * Excellent organisational skills * Good communication skills * Full UK Driving licence * IT skills – ability to use Microsoft Office programmes such as Outlook, Word and Excel |
| **Area D PERSONAL QUALITIES** |
| * Self- managing but capable of working as part of a team * A flexible approach towards delivering a wide range of Trust objectives * Takes initiative and demonstrates assertiveness in a range of situations * Excellent interpersonal skills |