

Hampshire & Isle of Wight Wildlife Trust

JOB DESCRIPTION

1. IDENTIFICATION OF JOB	
JOB TITLE	Assistant Reserves Officer, North Hampshire
DEPARTMENT	Estates & Conservation Delivery
RESPONSIBLE TO	Reserves Officer, Fleet
RESPONSIBLE FOR	Volunteers
BAND	Salary Band B

2. OVERALL PURPOSE OF JOB
<p>This post is intended to assist the Reserves Team in North Hampshire with delivery of the Trust's Living Landscapes/ Wilder Strategy in North Hampshire with a particular focus on community engagement and practical conservation delivery. The post holder will be required to run a number of existing volunteer teams, including the volunteer team on College Copse Farm. This will require marketing the teams as well as recruiting, training and then supervising multiple volunteer teams during the week and at weekends. The post holder will need to be a brilliant people person as well as someone who can focus on getting the job in hand done safely and effectively.</p>

3. MAIN RESPONSIBILITIES
<ul style="list-style-type: none"> • Group promotion, recruitment and retention – The successful candidate will be required to look at innovative and new ways of promoting the current teams, as well as constantly recruiting new volunteers, as it is crucial to maintain volunteer numbers to ensure the long term viability of the teams. They will need to collate and issue a weekly newsletter of tasks for the groups. • Follow the Trusts' GDPR policy - The post holder will be required to be responsible in their use of personal contact details and respect the privacy of such data. • Volunteer supervision – The post holder will be responsible for co-ordinating and supervising practical conservation volunteers working across the managed estate in the north of Hampshire during the week and weekend. This will involve administration and organisation of the logistics, as well as safe, yet empowering supervision on the practical work on site. • Practical habitat management – The main purpose of the role is to capitalise on the availability of volunteers to help the Trust improve the conservation value of its managed estate as effectively and efficiently as possible. The work will include a large amount of physical and demanding work managing a variety of habitats as well as maintaining site and grazing infrastructure. • Tool and equipment maintenance – The post holder will be required to ensure that all tools, PPE and equipment, required by the volunteer teams, are kept up to the standards required for safe and efficient use.

4. JOB SPECIFICATION / SCOPE OF ROLE
<p><i>The Role</i></p> <p>Within the north of Hampshire there is a large, and growing, population which we are keen to capture and educate about conservation by recruiting them as conservation volunteers.</p> <p>There are currently three Wildlife Trust teams running tasks in the area during the week and at weekends, of which the post-holder will lead two of these groups. These are long running teams with a group of dedicated and experienced, but dwindling in number, volunteers that would benefit from a fresh influx of new team members and ideas.</p>

In addition the post-holder will lead the College Copse Farm group, every other week which carries out work both in the meadows and woodlands at the farm.

In order to be successful in this role the candidate will need to be able to promote the teams in a fresh and positive way, with the assistance of the Trusts marketing department, using a variety of medias to grab the attention of as many people as possible. Enthusiasm, passion and energy are all crucial for getting people on board and for encouraging them to stay with the team. The ability to inspire and educate the volunteers and create a sense of ownership of the sites and work completed will be important, and the concept of a fun, hard working team being the eventual goal.

The post will have approximately one day every week being dedicated to an office/admin role to ensure the team is well run and logistics are fully thought through. Volunteer teams will then be supervised every Wednesday and other Tuesday across the area. Work will be needed to prepare work sites and run the weekend volunteer team which meets every other week. Any additional hours worked per week can be taken as time off in lieu the following week in agreement with your line manager.

Contributing to a successful Trust

Promote the Trust wherever possible, in particular recruiting new members and acting as an ambassador for our vision, values and aims.

Abide by all Trust procedures, policies and legal obligations.

General

Undertake additional duties commensurate with the post as may reasonably be requested from time to time.

Hampshire & Isle of Wight Wildlife Trust
PERSON SPECIFICATION

JOB TITLE	Assistant Reserves Officer, North Hampshire
DEPARTMENT	Estates & Conservation Delivery

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

Area A EXPERIENCE
<ul style="list-style-type: none"> • Driving License • License to tow a trailer • First aid qualified • Trained and certificated in the safe use of chainsaw and brush cutter • Trained and certificated in the safe use of pesticides and herbicides • Recruiting, supervising and retaining volunteers in a practical habitat/estate setting • Habitat management works • Estate management works • Record keeping and general office administration
Area B KNOWLEDGE
<ul style="list-style-type: none"> • Good understanding of Health & Safety principles including working with volunteers. • Requirements of data protection. • Understanding of ecosystems and habitat management. • Knowledge of requirements and limitations for carrying out works on SSSI and SPA designated sites.
Area C SKILLS
<ul style="list-style-type: none"> • Clear and concise communication skills. • Ability to be organised and consider logistics and implications on others. • Be able to complete a task despite unforeseen challenges which may present themselves. • Excellent record keeping skills.
Area D PERSONAL QUALITIES
<ul style="list-style-type: none"> • Self managing but capable of working as part of a team. • Confidence and belief in the Trusts conservation efforts. • An ability to be open to new ideas and discuss various options to achieve the same outcome. • Willingness to ask questions and for support when needed. • An ability to see conservation outside of the reserves in which we manage and understand the bigger picture at all times.