

Assistant Reserves Officer Job description



Post title:	Assistant Reserves Officer (voluntary)
Responsible to:	Nature Reserve Officer
Status:	Part-time 3-4 days a week, for minimum 4 month placement
Remuneration:	None, £500 training budget and travel expenses paid

Main purpose of job

This is a training post with the successful applicant gaining skills and experience in assisting reserve based staff to organise a range of practical habitat management tasks across Trust reserves with particular emphasis on overseeing and leading volunteer groups implementing these works. In addition to assist in the development of well-managed nature reserves and implementation of agreed habitat management works as part of ongoing Higher Level Stewardship (HLS) schemes. As part of this role there is a need to ensure that tools, equipment and vehicles are regularly checked and maintained.

Main duties of the post

The post holder will be required to:

- Assist in organising and supervising volunteer work parties undertaking practical management works on Trust nature reserves, both midweek and occasional weekend days (1-2 a month)
- Assist the Reserves Officer (DL) in undertaking additional habitat management work on Trust reserves with emphasis on completing the woodland management tasks for winter.
- Assist in the coordination of Volunteer training events;
- To assist in the delivery of agreed HLS agreements across Trust reserves;
- Assist in the maintenance of Trust tools and equipment;
- Undertake weekly vehicle checks on Trust reserves' vehicles;
- Abide by risk assessments and ensure health and safety procedures are adhered to on Trust nature reserves;
- Assist in Production of reserve based publicity and disseminate information through a range of media to a wide audience;
- Where required, assist in delivering talks and presentations to the public and community groups, and attend local and Trust events, to promote the aims of the Trust and build local support;
- To liaise with other reserve staff to meet these outputs;

Other duties

The post holder will be required to:

- Undertake health and safety duties commensurate with the post and as detailed in the Trust's Health and Safety policy;
- Maintain personal and professional development and participate in appropriate training activities. There is a £500 training budget available for the post holder.
- Present a positive image of the Herefordshire Nature Trust, as well as maintaining constructive relationships with volunteers, visitors and other organisations;

- Undertake such other duties, training and/or hours of work as may be reasonably required, and which are consistent with the general level of responsibility of this job.

Knowledge and experience

It is Desirable that the post holder has:

- Experience of practical conservation or habitat management work;
- Ability to interact with and enthuse people from a wide range of backgrounds;
- Experience of working with volunteers;
- Knowledge of UK nature conservation and environmental issues;
- A willingness to work at weekends and outside standard office hours, where required;
- Knowledge of Health and Safety in relation to practical habitat management;
- Good IT skills including experience of MS Office, the Web and email;
- Experience of habitat or species survey work desirable.

Skills and abilities

It is essential that the post holder has:

- High level of enthusiasm, self-motivation and self-discipline;
- Excellent interpersonal and time management skills;
- An ability to work on their own initiative and as part of a team;
- A flexible approach to work;
- Willingness to learn new skills;
- High standard of workmanship and attention to detail.

Other

It is essential that the post holder has:

- A full valid driving license, ideally with ability to drive with trailers.
- Experience of minibus driving and trailer use advantageous;
- A willingness to travel around the county.

Details of employment

Employment Period: Minimum of 4 months but ideally 6+ months, beginning in October 2011 to aid in the delivery of winter woodland management

Training: A £500 training budget is allocated, and whilst there is a degree of flexibility in it's allocation it is anticipated that the successful candidate will undergo

chainsaw training. In addition some in house training may be provided by the Trust.

- Hours: 22.5-30 hours per week, worked flexibly to include occasional evening and weekend work.
- Length of contract: This is a minimum of 4 month, ideally 6 month, part-time appointment
- Holidays: N/A but there is flexibility in work days to suit successful applicant.
- Place of Work: Lower House Farm, Ledbury Rd, Hereford or as required. The office is a no smoking area.
- Travel: Trust vehicles will be used (if available) subject to Trust policies otherwise the standard Trust mileage rate will be payable for the use of the postholder's private car for business purposes.
- Equal Opportunities: The Trust pursues a policy of full equal opportunities in relation to all posts.