



**ASSISTANT RESERVES OFFICER
JOB DESCRIPTION**

IDENTIFICATION OF JOB

Wildlife Trust	Radnorshire Wildlife Trust
Working base	Warwick House, Llandrindod Wells (with travel within England and Wales)
Permanent Contract	Hybrid – home, office and site. (6-month probationary period)
Responsible to	Reserves Officer
Responsible for	Summer Wardens, Volunteers and contractors
Salary:	£21,255-23,000 (plus relocation package)
Holiday Entitlement:	25 days per annum plus Bank Holidays.
Pension:	Enrolment into the NEST auto-enrolment scheme, currently with 3% minimum employees' contribution with a 6% contribution from RWT.
Working Hours:	37.5 hours per week, with flexible working arrangements. Some evening and weekend work required for which Time Off In Lieu will be awarded.
Other Employment Benefits:	All staff have access to Employee Assistance Programme (EAP). We provide training/development for staff, encouraging long-term goal setting to meet personal and professional ambitions. We have a network of support that all staff can access.

OVERALL PURPOSE OF JOB

The Assistant Reserves Officer role will be to help the reserves team in delivering practical conservation, wildlife monitoring, management planning and visitor engagement activities across the RWT's suite of nature reserves, while working within the beautiful landscapes of Mid-Wales.

This is a permanent position and would ideally suit an individual who wants to learn more about practical and theoretical environmental land management, while upskilling themselves within the nature conservation sector and living within a vibrant, scenic and culturally rich part of the UK. The position will lead on some of the nature reserves' management and their volunteer groups. Visitor engagement is a key element of the role. You'll work to support the Reserves and Conservation Team in delivery of a Wilder Radnorshire.

Main duties of the post

The post holder will be required to:

- Assist in undertaking management works and biological monitoring/recording to benefit priority habitats and species on all RWT nature reserves in conjunction with staff and volunteers.
- Assist in visitor engagement activities at our nature reserves, including Gilfach and Wilder Pentwyn Farm
- Undertake IT duties as required within the reserves department such as use of GIS.
- Support the team with practical repairs and maintenance of tools and equipment.

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- Work with Reserves Officer in planning work/monitoring activities across the reserves

Volunteer Management

- Assist in leading volunteers and supporting volunteer reserve wardens, carrying out biological monitoring to track changes and practical management tasks (e.g., tree planting, accelerating rewilding approaches).
- Develop opportunities on RWT nature reserves and support self-led volunteers to achieve reserve management objectives.
- Liaising with RWT Reserves and project staff, developing the Voluntary Warden scheme for Pentwyn supporting and organizing them to assist in delivery of the Wilder Pentwyn vision.
- Work with reserve and wider RWT trainees and apprentices

Health and Safety

- Ensure that all nature reserve work is undertaken with regard to health and safety legislation, regulation and current best practice in line with the RWT H&S policy.
- Carry out, record, and communicate annual risk assessments and safe systems of work for individual tasks, tools and machinery.
- Assist in ensuring that all vehicles, tools, machinery, and workshop are well maintained, records kept up to date and that regular inventories are made.

Management Planning and Recording

- Maintain accurate and up to date records of all works carried out on or in relation to RWT nature reserves under your management.
- Assist with ecological surveys, following a prioritized and targeted monitoring plan, on RWT nature reserves.

Other duties

The post holder will be required to:

- Maintain personal and professional development and participate in training, including project management, practical certificated training such as brushcutters, chainsaw and First Aid.
- Represent the Radnorshire Wildlife Trust and its values at all times, as well as maintaining constructive relationships with volunteers, visitors, contractors 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

Essential

- Experience of delivering habitat management for biodiversity directly and through volunteers and contractors
- A sound knowledge of H&S in relation to practical habitat and volunteer management
- An understanding of the key issues and threats to nature and climate
- A commitment and keen interest in wildlife, natural history and sustainability
- Professional and highly efficient approach to work
- Confident using social media to boost engagement.
- Experience of problem solving, resource management and being able to respond swiftly to opportunities.
- A formal qualification (degree or similar) in biological/environmental science/countryside management

Desirable

- Ability to express ideas concisely and confidently.
- A good understanding of farming practices, particularly in Wales
- Good natural history skills and knowledge of the wider environmental sector

Skills and abilities

Essential:

- Excellent organisational, interpersonal and communication skills.
- Good IT skills including Microsoft 365 suite, QGIS.

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- Command of written English including grammar, punctuation, and spelling.
- Strong practical wildlife habitat management skills, including fencing, tree felling, forestry, grassland management, infrastructure, and signage installation.
- A good level of physical fitness.
- An ability to generate and assess ideas and adopt a logical problem-solving approach.
- Positive and creative thinker who enjoys change and the challenges of working in an ambitious, small, and supportive team.
- An ability to guide, develop, and support volunteers; plan and prepare projects.

Desirable

- Practical land management skills, backed by certification e.g. chainsaw, tractor, ATV, brushcutter etc
- Ability to communicate in the Welsh language both oral and written or a willingness to learn.
- Experience of budgets and grants.

(Desirable but not essential that the post holder also has: B + E on their driving license; D1 on their driving license)

Other

It is essential that the post holder has:

- Current driving license, use of vehicle and willingness to purchase business insurance.
- A willingness to occasionally work outside standard hours, including some weekends for which time off in lieu (TOIL) will be granted.
- A willingness to travel around the county and occasionally across the UK.

PERSONAL QUALITIES

- Committed to conservation and restoring nature at scale.
- Committed to acting to limit Climate Change and to sustainable lifestyles.
- A passion for wildlife and the outdoors
- A commitment to thinking laterally to deliver work within the team.
- Energetic and dedicated to supporting positive environmental change.
- An excellent team player, driven, and fulfilled by meeting collective goals.
- Flexible and approachable.
- Open-minded and comfortable being set new challenges.
- Passionate and prepared to learn.
- Honest, positive mindset and inclusive.
- Willing to take ownership of problems and solutions to them.

Details of employment

Training - A training budget is allocated to this post.

Benefits -Automatic enrolment into non-contributory Employee Assistance Programme (Health Assured scheme).

Travel - For occasional travel across the UK, Trust vehicles will be used (if available) subject to Trust policies, otherwise the Trust mileage rate will be payable for the use of the postholder's private car for business purposes.

Equal Opportunities and Diversity - The Trust pursues a policy of full equal opportunities and diversity in relation to all posts and applicants will be judged purely on their merits.