

**Job Description**

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| Job Title: | Assistant Southern Heathlands Ranger |
| Department: | Conservation Delivery |
| Responsible to: | Senior Southern Heathlands Officer |
| Pay Band: | Assistant : £14,942.20 |
| Hours: | 35 hours per week |
| Location: | Highgate Common (DY7 5BS) |
| Tenure: | FTC : 2 years |

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| **Background Information:** |
| Our mission statement is:  *“Staffordshire Wildlife Trust protects and enhances the wildlife and wild places of Staffordshire and promotes understanding, enjoyment and involvement in the natural world.”*  A registered charity established in 1969 we are one of 47 county Wildlife Trusts throughout the UK and are supported by over 15,000 members.  The Trust owns or manages 27 nature reserves covering an area of over 3,600 acres. Our 60 staff are based in six locations around the county including our Headquarters at Wolseley Bridge, Stafford, with our work divided up into five departments: Resources, People Engagement, Conservation Delivery, Fundraising, Communication and Membership & Commercial. The Trust has a diverse workforce including site wardens, wildlife surveyors, community and education officers, catering and administration staff.  In addition we have a trading company looking after the commercial side of our business including a café at Westport Lake Visitor Centre and Charity Shops in Leek, Rugeley & Penkridge. |

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| **Job Purpose:** |
| This is an exciting opportunity for someone starting their career journey in conservation land management to work for Staffordshire’s leading wildlife conservation organisation.  Based at Highgate Common and Gentleshaw Common, the role will enable the post holder to work alongside the Senior Heathlands officer & volunteers to ensure the management and continuous improvement of a suite of important heathland SSSI nature reserves.  With your endless passion for our work, you’ll help with the protection and care of habitats, wildlife, property and machinery, and your passion will inspire other to love the beautiful places as much as you do. We want you to engage with visitors, making time to talk to them, not rushing away to the next task.  So whether you’re maintaining our nature reserves to assisting with guided visitor walks, through to delivering a wide range of engaging visitor experiences, no two days will be the same.  This will see you responding to queries and explaining the value of the work being undertaken. After all, your passion and dedication could fire the imagination that makes a visitor become a member for the rest of their life. |

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| **Responsibilities:** |

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| General responsibilities:   1. Undertake practical conservation management of the Trust’s estate on the heathland reserves in the south of the county on a day-to-day basis. 2. Support and lead the regular volunteer work parties at Gentleshaw Common and Highgate Common. 3. Work in accordance with the Staffordshire Wildlife Trust health and safety policy and procedures implementing any relevant systems across the Trust estate (e.g. risk assessments, vehicle and tool checks,tree safety). 4. Supported by the Senior Heathlands Officer, assist with our work with neighbouring landowners improving conditions for wildlife at a landscape scale. 5. Ensure a high-quality visitor experience is maintained through regular maintenance, particularly with reference to footpaths, litter picking, reviewing signage and interpretation - this could include physical information boards as well as guided walks and presentations, etc. 6. Assist with the management and supervision of contractors carrying out heathland restoration works at nearby Bleak house and Cuckoo Bank. 7. Work adhering to the individual sites’ management plans and grant schemes, including agri-environment schemes. 8. Work with colleagues in the Conservation Team across the Trust’s reserves in the southern half of the county. 9. Ensure all sites are to a high standard of cleanliness, this will involve weekly litter-picks, emptying dog bins and keeping the Cory Centre and toilets clean and tidy. 10. Assist with the running of the site office at Highgate Common, community room and public toilets. 11. Ensure a strong link is maintained with the local community and key user groups (Dog walkers, ramblers, horse riders, parish councils etc) and regularly interact with visitors to the reserves to promote the work of the trust and promote membership where appropriate.      1. All staff should recognise the contribution that membership makes towards the running of the organisation. The post holder is therefore expected to understand the need for high standards of service to existing members and recognise their role in contributing towards ongoing membership recruitment. 2. In order for the organisation to work effectively you may be required to assist with other areas of work and therefore you should be prepared to undertake other duties, appropriate to the post, as delegated by your line manager. 3. All staff are required to abide by organisational policies and procedures. |

**Person Specification Job Title:** Assistant Southern Heathlands officer

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| **Criteria** | **Essential** | **Desirable** | **Assessment method \*** |
| **Qualifications** | | | |
| A relevant qualification or equivalent in conservation management or similar. | X |  | QC/AF |
| CS 30/31 Chainsaw Operator | X |  | QC |
| Use of Brushcutter |  | X | QC/AF |
| First aid at work |  | X | QC/AF |
| PA1/PA6 | X |  | QC/AF |
| Use of ATV |  | X | QC/AF |
| Driving licence categories B, and E (E not essential but would be beneficial). | X |  | AF/QC |
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| **Experience** | | | |
| Demonstrable experience of managing volunteers | X |  | AF, I, T |
| Experience of working in the environment sector, particular habitat management | X |  |  |
| Experience of project delivery |  | X | AF, I |
| Previous experience of contract specification, tender and delivery |  | X | AF, I |
| Proven communication skills, written and verbal | X |  | AF, I |
| Experience in carrying out wildlife and habitat surveys |  | X | AF/I |
| Supervision of contractors |  | X | AF, I |
| Experienced in a wide range of practical estate and habitat management work. |  | X | AF, I, T |
| Experience of delivering guided walks and talks |  | X | AF, I |
| **Skills/knowledge** | | | |
| A broad knowledge of natural history | X |  | AF,I, T |
| Supervising and leading practical work parties |  | X | AF,I |
| Volunteer recruitment and management |  | X | AF,I |
| Use and maintenance of power tools (chainsaws/brushcutters etc),hand tools |  | X | AF,I |
| Knowledge of Health and Safety legislation and its application | X |  | AF,I |
| Proven leadership skills | X |  | AF,I |
| Competent user of IT, packages include Microsoft, Map info and design |  | X | AF |
| **Ability** | | | |
| Some evening and weekend working may be required and therefore a flexible approach is desirable. | X |  | I,AF |
| The post will require driving throughout the County and the postholder therefore needs a current driving licence. There will be a fleet vehicle to use however there may be occasions where having access to a vehicle is needed. | X |  | AF,I |
| The job involves manual handling. | X |  | AF,I |
| You will be working outdoors in adverse weather conditions | X |  | I,AF |
| Be a good advocate and represent the trust at all times in a professional manner. |  |  |  |
| Ability to work independently | X |  | I,AF |

\* Assessment method:

* I = interview
* QC = qualification certificate
* AF = application form
* T = test or assessment
* P = presentation