****

**JOB PROFILE**

Job Title: **Reserves Officer**

Reports to: Conservation Manger – Central or West

**Main Purpose of the Role**

* To contribute to the overall mission of the Trust so that we can restore Surrey’s Nature as outlined in our Strategic Plan.
* Work as part of the Reserves Management team to deliver exemplary habitat management practices to maximise biodiversity and bio-abundance on SWT managed land.
* To engage with and lead the Trust’s volunteers and approved contractors to implement required works across the land we manage in line with approved management plans and in order to meet our statutory and contractual obligations.

**The Reserves Officers will work together to manage projects and contractors, create links with local communities, local groups and Volunteer Wardens to successfully deliver objectives in management plans, agri-environment schemes and statutory land designations.**

**Key Tasks**

* Manage our volunteer workforce to undertake agreed tasks, ensuring appropriate conservation and habitat management techniques are used in line with approved management plans and contractual/statutory obligations:
	+ Lead work parties with the different volunteers that work with the Trust
	+ Guide and assist Volunteer Wardens who have specific site responsibility ensuring they receive the necessary support and follow the requirements for their sites
	+ Engage with and encourage all volunteers and community groups so that we can benefit fully from their contribution and enable them to achieve their goals
* Ensure all practice notes, guidance and work specifications are followed in relation to managing groups of volunteers and contractors specifically with regard to H&S and achieving ecological outcomes.
* Ensure a full understanding of the ecological sensitivities of a site and the species/habitats present. This will require an understanding of site management plans and directions given by the Conservation Manger.
* Collaborate with Reserves Management staff so that large projects can be managed jointly, ensuring appropriate staffing presence for safe working practices and successful completion of the task.
* Work with the Community Engagement teams within the Trust to help engender public support and understanding of land management for nature conservation and wider Trust policies; encourage people to become Members of the Trust.
* Reserves Officers may spend some periods of time working alone, outdoors so it is important that they comply with lone working and other H&S procedures; the role will involve daily travel to different sites across the County. This will involve driving significant distances and then walking across a variety of terrain in all weathers.

**Person Specification**:

An organised individual with excellent interpersonal skills, who can deliver the Trust’s Reserves Management objectives via collaborative working with staff, contractors, and volunteers.

* Previous experience of successfully working with volunteers and contractors
* Proven ability to handle challenging works delivery and drive plans forward by working co-operatively as part of a team; prioritising effectively, responding to swiftly changing demands and dealing with complex issues
* High level of commitment, highly motivated, with a self-disciplined approach to work
* Innovative, imaginative, resourceful, and focused on the wonder of nature

**Experience & Knowledge** (for all the below, higher levels of experience or qualifications will justify a higher salary banding within the Reserves Officer structure)

* Knowledge of nature conservation in England ideally with experience of environmental and wildlife issues at local, regional and national levels
* Knowledge/experience of managing lowland heathland habitat would be advantageous
* Understanding and experience of delivering habitat management works in line with management plans and agri-environment schemes
* Practical experience of ecology, ecological monitoring, access, and nature conservation
* Experience of organising and leading volunteers
* Excellent understanding of the processes and principles of volunteer engagement
* Experience of organising and managing contractors
* Good project management skills with experience of planning work programmes
* Vocational qualifications such as chainsaw, brushcutter, First Aid at Work, etc. desirable
* Driving licence essential as our locations cannot easily be accessed by public transport. Trailer qualification desirable
* IT literate (MS Word, Excel, email, internet, social media and database systems)
* Professional with a high level of commitment and enthusiasm with good attention to detail and a methodical approach
* Confident team player who is also able to work on own initiative
* An out-going, personable and friendly personality with the ability to work with a wide range of people is essential
* Solid understanding of maintaining confidential data
* Experience/ability to handle conflict and confrontational situations
* Excellent communication skills, verbal and written, to varied audiences via different media platforms
* Ability to lead, influence, motivate and inspire others
* Resourceful, reliable, flexible, and adaptable
* Willingness to help at large-scale Trust events
* Good general level of health. The job will involve being outdoors most days of the year