

Job Description



**Scottish
Wildlife
Trust**

Title	Reserves Project Officer
Based	Various
Dept/Region	Reserves
Line Manager	Reserves Manager

Our Mission

For nearly 60 years, the Scottish Wildlife Trust has worked with its members, partners and supporters in pursuit of its vision of healthy, resilient ecosystems across Scotland's land and seas. The Trust successfully champions the cause of wildlife through policy and campaigning work, demonstrates best practice through practical conservation and innovative partnerships, and inspires people to take positive action through its education and engagement activities. It also manages a network of over 100 wildlife reserves across Scotland and is a member of the UK-wide Wildlife Trusts movement.

Our Values

- We are pioneers
- We are always learning
- We act with integrity
- We are evidence-based
- We are impact focused
- We are collaborative

Overall Purpose of the Role

Reporting to, and working with, the Reserves Manager, the purpose of the Reserves Project Officer role is to assist in delivering the conservation and restoration objectives of the reserves, including its long-term management, through practical work, volunteer tasks, management planning and monitoring. The post holder will work with the Reserves Manager and other staff to support the wider aims of the Trust.

Key Success Areas

The key success areas are to deliver on the completion of practical conservation tasks on the reserves working alongside key volunteers, Rangers, Reserves Managers to ensure high quality land management in line with management plans.

Main Objectives

- Assess conservation land management options across a range of habitats and work with the Reserves Manager to produce management plans/statements for these properties and report on activity on them.
- Undertake practical reserve management works within agreed management plans.

- Undertake and manage the maintenance of tools and equipment for relevant reserves, including machinery, to ensure safe and efficient operation.
- Ensure all groundworks are assessed, and where relevant, safely remove (non-aerial) hazardous windblown or storm damaged branches or small trees.
- Assist with the preparation of contract documentation for reserve maintenance work and projects and supervise contractors.
- Assist with the development of new conservation projects on selected properties.
- Ensure compliance with health and safety of all operations, including safe working practices, premises safety, and reserve safety.
- Carry out the annual programme of site risk assessments on selected reserves and ensure all work by staff, volunteers and contractors is carried out in a safe manner, and in accordance with Health & Safety policies and legislation.
- Recruit volunteers and identify and promote volunteer opportunities on Reserves and assist those with direct recruitment responsibilities.
- Work with individual volunteers and volunteer groups so that their contributions are maximised and, where required, organise and mentor volunteers ensuring that they receive support and appropriate training.
- Contribute to general Trust working and any other duties as directed by Reserves Managers.

Key Internal & External Contacts

- Reserves Manager
- Property owners, tenants and communities
- Volunteers
- All other Trust staff
- Statutory agencies as appropriate
- Local contractors and suppliers

Qualifications, Experience (essential/desirable)

Essential Qualifications (or matched experience) :

- Relevant degree or N/SVQ Level 3 / 4 or equivalent demonstrable experience relating to countryside management.
- Certification to NPTC/Lantra standards and experience in chainsaw maintenance, cross cutting and felling small trees. CS 30 and 31 or willingness to undergo qualification.
- Certification to NPTC/Lantra standards and experience in strimmer and brushcutter operations or willingness to undergo qualification.
- Certificate for trailer, all-terrain vehicles or willingness to undergo qualification.

Essential Experience:

- 2 years of planning and delivering conservation management work
- 2 years of volunteer management
- Demonstrable experience in the safe use and maintenance of hand and power tools, including chainsaw.
- Good understanding of land management for nature conservation.

Desirable

- Chainsaw operator's certificates to Lantra Standards for crosscutting and maintenance, felling and processing of trees up to 380mm and processing uprooted and windblown trees.
- Use and maintenance of a wide range of machinery including tractors, power scythes, strimmers and brush cutters.
- Wide range of experience in estate management.

- Certification to Lantra Standards in the safe application of pesticide using handheld equipment and stem injection equipment.
- Current first aid qualification.
- Where relevant to a particular reserve area, experience in the management of deer would be desirable.
- Lantra Qualified Practical Skills Instructor with ability to deliver in-house certification

Key competencies	Essential	Desirable
Technology and knowledge (IT)	Basic knowledge of Microsoft office suite	
Organisation and planning	Excellent organisational abilities.	
Communication (writing/spoken)	Excellent verbal communication skills.	Excellent written communication skills.
Problem Solving	Excellent problem-solving skills.	
Judgement	Strong safety focus, with experience in working in an outdoor environment and using and maintaining power tools and equipment.	
Management	Ability to lead teams of volunteers positively.	Experience in writing management plans.
Teamwork	Excellent team working skills with ability to manage relationships positively.	Experience in working with diverse groups of volunteers.
Commitment to organisational culture, values and vision	Present a positive and welcoming image of the Trust to everyone.	Interest in and good working knowledge of natural history and the ability to relate species and habitats to conservation management.

Additional Requirements	Essential	Desirable	Not applicable
Right to work in the UK	x		
Full Driving Licence	x		
Protection of Vulnerable Groups membership		x	
First Aid Certificate	x		
Credit Check			x
Travel – requirement to travel to other reserves on a regular basis with potential for occasional overnight stay.	x		

Author	Reserves Management Team	Date	10 Feb 2023
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