**JOB PACK**

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| **IDENTIFICATION OF JOB** | |
| **Job Title** | Reserves Manager – (Iping & Stedham Commons & nominated sites) |
| **Department** | Land Management |
| **Responsible to** | Director – Land Management |
| **Responsible for** | Managing, supervising and co-ordinating the work of contractors and reserves-based volunteers |
| **Overall purpose of job** | To oversee, co-ordinate and undertake the management of designated Sussex Wildlife Trust nature reserves and to develop the role of Trust nature reserves as key components of a fully functioning ecological network. |

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| **KEY MEASURES OF PERFORMANCE** |
| * Iping and Stedham Common managed effectively in line with management plan objectives, and local community are informed and engaged. * nature reserve management plans are prepared and updated to achieve agreed site management objectives      * Assist with the delivery of conservation grazing with SWT’s grazing team      * Operate within agreed budgets      * Undertake operations in line with SWT Health and Safety policy and procedures * SWT Agri-environmental schemes meeting contractual obligations, grant claims submitted on time, and budgeting projections met. |

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| **REMUNERATION** |  |
| **Job Grade** | £30,525 |
| **Salary Band** | Band A1 |

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| **DOCUMENT INFORMATION** | |
| **Created** | Sept 2019 |
| **Last revision** | Set 2019 |

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| **EMPLOYEE SIGNATURE** | |
| **I confirm acceptance of the duties detailed in this Job Pack** | |
| **Employee Name** |  |
| **Signature** |  |
| **Date** |  |
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**JOB DESCRIPTION**

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| **Main Responsibilities** |
| 1. Manage nominated nature reserves and ensure site management plans are implemented 2. Develop new and update existing management plans for nominated Trust’s nature reserves. 3. To liaise with and ensure good community relations between various site user groups and stakeholders, including special interest groups, parish councils and other relevant parties. 4. To support the Director of Land Management and wider Land Management team staff in delivery of land management operations across SWT nature reserve portfolio 5. Assist the Director of land management in coordinating agri environmental contractual obligations across the SWT nature reserve portfolio, assisting other reserve managers with relevant contracts ensuring operations are programmed and delivered, and relevant grant claims are submitted and managed accordingly to meet budget projections. 6. To assist the Director of Land Management in managing the land acquisition strategy, including carrying out technical and practical actions for prospective SWT land acquisitions such as new nature reserves, including preparation of management plans, coordination of surveys, liaison with clients and to undertake other relevant due diligence. 7. To prepare and oversee the delivery of contractor work on Trust nature reserves ensuring that contracting procedures are adhered to. 8. To contribute to the development of a departmental budget, ensuring that spending remains within agreed limits. 9. To ensure that the Trust’s legal obligations in relation to land management are adhered to. 10. To ensure that all activities conform to the Trust’s Health & Safety Policy. 11. To manage the various volunteers working on the Trust’s reserves, ensuring that volunteering is a positive experience for participants and that high standards of health and safety are sustained. |
| The above list should not be regarded as exhaustive as staff may be required to carry out other such duties which may from time to time be determined by the Trust |

**PERSON SPECIFICATION**

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| **Experience** | ***Essential*** | ***Desirable*** |
| Writing & implementing nature reserve management plans for a variety of habitats |  |  |
| The recruitment, organisation and supervision of volunteers |  |  |
| Practical nature conservation work |  |  |
| The management and supervision of contractors |  |  |
| Experience of managing complex budgets and contracts |  |  |
| Negotiation in relation to complex projects |  |  |
| Liaison with communities, landowners, the general public and other organisations |  |  |
| The management and implementation of conservation grazing |  |  |

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| **Knowledge** | ***Essential*** | ***Desirable*** |
| Significant knowledge of nature conservation and its application in conservation land management |  |  |
| Substantial knowledge of agri-environmantal and other land management grant funding and its application in conservation land management. |  |  |
| Substantial knowledge of H&S legislation and its application to countryside work |  |  |
| A good understanding of the law in relation to protected species & designated land |  |  |
| A relevant qualification at degree level and/or substantial related experience |  |  |

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| **Skills** | ***Essential*** | ***Desirable*** |
| An ability to manage all aspects of large, complex projects |  |  |
| The ability to prioritise a high volume of work and wide range of tasks |  |  |
| Good interpersonal and negotiating skills |  |  |
| Good oral, diplomacy and written communication skills |  |  |
| An ability to work with and motivate volunteers |  |  |
| Confident and effective use of IT systems, including Microsoft office packages, |  |  |
| Full driving licence |  |  |
| Off road 4 x4 driving experience |  |  |
| A good level of experience of biological recording and monitoring |  |  |
| Qualifications in the use of site based equipment such as chainsaws, brushcutters, small tractors, pesticides |  |  |
| A First Aid at Work qualification |  |  |

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| **Personal Qualities** | ***Essential*** | ***Desirable*** |
| Attention to detail |  |  |
| Ability to think strategically |  |  |
| Flexibility |  |  |
| Tactful and diplomatic |  |  |
| Physically fit and mobile |  |  |
| Confident about working alone and in isolated locations |  |  |
| Ability to use own initiative and to be imaginative and resourceful |  |  |
| A strong team player |  |  |

# JOB SPECIFICATION

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| **Work Complexity** |
| * Undertakes a wide range of complex and professional work |

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| **Competence/Technical Skills** |
| * Relevant qualification or substantial related experience * Stand-alone role with specialist knowledge * High level of skill and knowledge with an appropriate qualification |

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| **Management Responsibilities** |
| * Responsible for management of land and the implementation of H&S requirements * Manages and oversees volunteers and contractors * Provides guidance to SWT across departments * Initiates, manages and completes projects |

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| **Level of Decision Making** |
| * Substantial responsibility and autonomy * Some delegated authority * Significant impact of decisions internally and externally |

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| **Budgetary Responsibility** |
| * Contributes to the planning and monitoring and control of budgets for relevant areas of work * Planning and day to day control of budgets for designated reserves in line with agreed figures |

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| **Communication & Customer Contact** |
| * Interacts with other organisations at officer level, and a high level with other organisations / departments within SWT * Liaises, communicates and advises a range of external contacts includingstaff in environmental NGOs, statutory agencies, local authorities, partner organisations, landowners, neighbours, volunteers, contractors, the media and general public. * Addresses groups of people in challenging situations * Provides an advisory service on complex queries |

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| **Miscellaneous** |
| * Full driving licence is required as there will be the need to visit locations not easily accessible by public transport * Frequent travel around the county is required which could involve long and unsocial hours * In order for the organisation to work effectively all staff may be required to assist with other areas of work and should therefore be prepared to undertake other duties appropriate to the post, as delegated by the Trust * All staff are required to abide by organisational policies and procedures |