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| **JOB DESCRIPTION** |

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**IDENTIFICATION OF JOB**

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**JOB TITLE** - Living Landscape Officer West

**TEAM** - Operations Team West

**RESPONSIBLE TO** - Operations Manager West

**RESPONSIBLE FOR** - Volunteers, work placements, contractors

**OVERALL PURPOSE OF JOB**

Living Landscape Officer West will support the delivery of high quality management, creation and restoration of wildlife and wild places in Cheshire West. This role will support the Operational West team in the practical delivery of both project based work on privately owned land and the day to day management of nature reserves.

Working in the wider landscape you will strive to engage farmers and land managers with the work of the Trust and facilitate the smooth delivery of project based work, most notably two Water Environment Grant (WEG) projects based in the Delamere area and along the River Dee. You will be required to liaise and advise landowners, coordinate contractors and manage volunteers.

Finally, alongside all members of the Operational Team West, you will assist with the delivery of commercial based land management and habitat advice services to ensure the Trust’s funding remains resilient.

**MAIN RESPONSIBILITIES**

Outlined against CWT’s four strategic outcomes:

**1. Creating and conserving space for nature**

* Develop and deliver annual work programmes for specific projects
* Deliver practical habitat management and access infrastructure improvements to maintain and enhance the condition of nature reserves.
* Liaise with graziers, neighbours, members of the public and external organisations
* Assist with developing a monitoring system and implement this system using staff and volunteers to carry out scientific recording on reserves, encouraging them to feed the information back to the Trust for assimilation into management plans
* Assist with developing new and ensure effective management of existing agri-environment schemes, programmes of work and projects, obtaining any necessary derogations, completing the claims and reports when required, and submitting new applications.
* Wherever possible, identify and implement opportunities to integrate reserve management activities into wider Living Landscape objectives
* Develop new Living Landscape projects and initiatives to benefit wildlife in the wider countryside

**2. Wildlife is valued and enjoyed by all**

* Encourage active engagement in reserve management and Living Landscape projects by volunteers and community groups
* Facilitate and encourage practical, scientific, recording and community involvement projects that deliver Living Landscapes objectives
* As part of the West Team assist with the development and delivery of a programme of events, talks and guided walks to members, groups and the wider public on both CWT reserves and in the wider Living Landscape area
* Ensure that opportunities to promote membership are built in to every public event and support the recruitment of new members at events.
* Advocate for ecosystems services and natural capital values of nature on nature reserves and across Living Landscapes
* Advocate for CWT within the wider landscape to increase the impact and influence of our work.

**3. Our funding is sustainable**

* Seek external funding and income generation opportunities to ensure that additional resources are provided for reserve management whenever possible
* Manage delegated project ensuring effective use of resources
* Ensure effective project management of externally funded programmes of work

**4. We are an effective organisation**

* Ensure that all activities undertaken with due regard to health and safety and ensure compliance on sites with relevant H&S legislation
* Ensure compliance with CWT procedures including HR, health and safety, environmental and child welfare policy and procedures
* Contribute to the effective running of the CWT tool store on a daily basis to ensure tools, equipment, materials and waste are stored & managed appropriately.
* Undertake & document regular safety checks of CWT vehicles, tools, equipment and machinery and maintain as necessary.
* Ensure competent electronic filing and administration of all correspondence
* Actively recruit new members to Cheshire Wildlife Trust when opportunities arise.

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| **JOB SPECIFICATION** |

This section details the role requirements in terms of management, accountability, impact, independence, contacts and creativity, in addition to describing the working environment.

**1. Management and Supervision**

* Oversight and management of the work of team members, trainees, interns, work experience placements, volunteers, external professionals and contractors
* Currently no direct line management responsibilities relating to this post

**2. Accountability and Resources**

* Responsible for achieving all targets agreed in the annual work plan and completing set tasks within the required timeframe and to the highest standard
* Responsible for ensuring the safe use of tools and equipment by volunteers and trainees in your care.
* Responsible for contractors undertaking work on your sites
* Responsible for keeping up to date records.
* Responsible for organising the appropriate allocation of human, financial and equipment resources to deliver tasks

**3. Job Impact**

* Promoting nature’s recovery in Area West
* Responsible for building and maintaining relationships with partner organisations
* Ambassador for Cheshire Wildlife Trust whilst delivering activities and events; responsible for upholding the Trust’s reputation, image and level of service.
* In order for the organisation to work effectively, you may be required to assist other areas of work and therefore you should be prepared to undertake other duties appropriate to the post as delegated by your line manager.

**4. Independence and Judgement**

* Much of your work is expected to be carried out with little supervision from your line manager. You will often be working alone and sometimes in collaboration with others.
* Responsible for managing your own time and work load on a day-day basis.
* Responsible for ensuring that health and safety procedures relating to practical tasks and events on nature reserves are fully observed.
* Expected to work in partnership with statutory agencies to agree the best approach to site management.
* Expected to act with independent judgement to resolve day-to-day team issues.

**5. People and Contacts**

* Day-to-day contact with stakeholders including other conservation charities, statutory agencies, local communities, local authorities, contractors, volunteers, graziers.
* Will work with staff at all levels within Cheshire Wildlife Trust and partner organisations
* Regular contact with funding bodies and partner organisations

**6. Creativity and Innovation**

* We are looking for a high level of creativity and innovation around this post
* A need to be versatile and flexible, able to adapt to a variety of daily challenges and sometimes last minute changes to planned work
* Expected to use own initiative and creative thinking to find the best solution to a problem or completion of a task

**7. Working Conditions**

* This is a fixed term contract until 31st March 2021. All new employees to the Trust undertake a probationary period, in which time they are expected to establish their suitability for the post.
* All staff are currently based at CWT headquarters at Bickley Hall Farm, however you will be required to travel throughout Cheshire. You may be based or required to work from one or more outreach facilities.
* Occasional weekend working is required for which time off in lieu will be available.
* Limited evening working is expected and the normal working day for CWT is 9am to 5pm.
* CWT operates an employee pension scheme.
* The post-holder will need to be able to drive and have access to their own transport, for which a mileage allowance will be paid.
* The post-holder will need to have a reasonable level of fitness and mobility and be able to spend a significant amount of time outside, sometimes on difficult terrain.

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| **PERSON SPECIFICATION** |

**JOB TITLE** – Living Landscape Officer West

**TEAM** – Operations Area West Team

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| **Experience** | **Essential** | **Desirable** |
| Practical, hands-on experience of managing a wide variety of habitats, in particular grasslands and wetlands. | ✓ |  |
| Experience of using a wide range of hand tools and machinery such as pesticide sprayers, chainsaw, strimmer, brushcutter, mowers, chipper | ✓ |  |
| Experience of driving a range of vehicles including 4x4, quad bike, trailer towing and tractors |  | ✓ |
| Experience in project management, including budget management and use of monitoring systems |  | ✓ |
| Experience of partnership working with businesses or statutory and voluntary organisations |  | ✓ |
| Experience of managing contracts and contractors | ✓ |  |
| Experience in producing and using health and safety protocols | ✓ |  |
| Experience of organising events |  | ✓ |
| Experience of leading volunteers | ✓ |  |
| **Knowledge and Skills** |  |  |
| A relevant qualification in Environmental Science/ Countryside Management | ✓ |  |
| A strong understanding agricultural systems and other rural land management practices |  | ✓ |
| An understanding of ecosystems services and natural capital and their role supporting the work of the Trust |  | ✓ |
| A good understanding of relevant legislation in relation to land management, e.g. nature conservation regulations (SSSI legislation), agricultural regulations and health and safety |  | ✓ |
| Vocational qualifications including CS30 & 31 (chainsaw use), PA1 & 6 (pesticide use) and brushcutter NPTC/ LANTRA certificates | ✓ |  |
| First aid certificate |  | ✓ |
| IT skills including GIS |  | ✓ |
| Be able to research, analyse and interpret information and write effective reports |  | ✓ |
| An understanding of relevant land management funding streams |  | ✓ |
| Effective organisational skills to manage and prioritise workloads | ✓ |  |
| Time management skills and an ability to prioritise work to meet deadlines | ✓ |  |
| Ability to work independently and adopt a flexible approach | ✓ |  |
| Ability to organise and deliver practical tasks to a high standard | ✓ |  |
| **Personal Qualities** |  |  |
| Ability to communicate effectively, with integrity, tact and diplomacy, both verbally and in writing, to a wide range of stakeholders | ✓ |  |
| Ability to work well on their own initiative with high levels of self-motivation and enthusiasm | ✓ |  |
| Excellent interpersonal skills | ✓ |  |
| A willingness to be flexible and respond to changing situations | ✓ |  |
| A willingness to work occasional evenings and weekends | ✓ |  |
| A valid UK driving licence | ✓ |  |

## GENERAL TERMS AND CONDITIONS

**Salary:**  £18,000 - £22,000 Depending on experience

**Pension:** The Trust has a Group Personal Pension Scheme, which is available to the post holder.

**Hours of Work:** Full-time 35 hours per week. Overtime is not paid but time off in lieu may be taken, where appropriate, as the post may involve some evening or weekend working.

**Duration of post:** This is a fixed term contract until 31st March 2021. Subject to funding, there is scope for this to become a permanent position within the team.

**Holidays:** Holiday entitlement will be based on a full-time allocation of 20 days per year, plus Bank Holidays, plus up to 3 specified days over the Christmas period and 1 extra day per year of service to the Trust to a maximum of 28 days (inclusive of specified days) after 5 years

**Place of work:** Bickley Hall Farm, Malpas, Cheshire, SY14 8EF but with the opportunity to work from Delamere some of the time.