|  |
| --- |
| **JOB DESCRIPTION** |

**--------------------------------------------------------------------------------------------------------------**

**IDENTIFICATION OF JOB**

**--------------------------------------------------------------------------------------------------------------**

**JOB TITLE** - Living Landscape Officer East

**TEAM** - Operations Team East

**RESPONSIBLE TO** - Operations Manager East

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

**OVERALL PURPOSE OF JOB**

Living Landscape Officer East will lead on the delivery of high quality management, creation and restoration of wildlife and wild places in Cheshire East and collaborative work in neighbouring counties. This is a senior officer role focussing on the management of a range of habitats on both Cheshire Wildlife Trust’s estate and our rapidly expanding work on privately owned land.

Working in the wider landscape you will strive to engage farmers and other land managers with the work of the Trust and facilitate the smooth delivery of project based work. You will take the lead on a number of landscape scale projects which, most notably, will include the coordination of the Trust’s Pollinating Cheshire scheme, offering grassland restoration services to private landowners, and leading on grassland surveying in the East of Cheshire.

Additionally, you will be responsible for the day to day management and long-term development of a number of nature reserves across East Cheshire. This will include managing volunteers, trainees and contractors to ensure that our reserves are managed to a high standard for wildlife and for people.

Finally, alongside all members of the Operations Team East, 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 assigned CWT reserves and project based work on third party sites using volunteers and contractors, on time and in budget.
* Deliver practical habitat management and access infrastructure improvements to maintain and enhance the condition of assigned nature reserves.
* Liaise with graziers, neighbours, members of the public and external organisations with regard to the management of the reserves
* Draw up long-term management plans for assigned sites.
* Develop 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
* Develop 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.
* Oversee health & safety obligations in respect to tree safety and visitor access across assigned nature reserves
* Wherever possible, identify and implement opportunities to integrate reserve management activities into wider Living Landscape objectives
* Working with all manner of private landowners including; farmers, small holders and sporting estates to engage them in our Living Landscape work and facilitate streamlined delivery of project based work.
* 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 East Team develop and deliver 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 Living 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 projects and project budgets, ensuring effective use of resources
* Ensure effective project management of externally funded programmes of work

**4. Outcome 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.

|  |
| --- |
| **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 management of aspects of the environmental stewardship agreements on CWT reserves including capital grants
* Responsible for the management of CWT reserve and project budgets – reporting and monitoring spend to ensure tasks are delivered on budget
* 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 assisting the Team Operations Manager in securing income to support the work of the team
* Responsible for organising the appropriate allocation of human, financial and equipment resources to deliver reserve management tasks

**3. Job Impact**

* Promoting nature’s recovery in Area East
* Responsible for building and maintaining relationships with partner organisations
* Responsible for ensuring that CWT landholdings are managed to a high standard to maintain and enhance their wildlife value
* 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 permanent contract. 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, the intention is for the Operations Team East to move to a satellite office in the East of Cheshire when one becomes available.
* 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.

|  |
| --- |
| **PERSON SPECIFICATION** |

**JOB TITLE** – Living Landscape Officer

**TEAM** – Operations Area East Team

|  |  |  |
| --- | --- | --- |
| **Experience** | **Essential** | **Desirable** |
| Practical, hands-on experience of managing a wide variety of habitats, in particular; grassland, woodland, peatland and wetlands | ✓ |  |
| Practical, hands-on experience of designing and installing access infrastructure to a high standard | ✓ |  |
| Experience in surveying and monitoring a range of grassland habitats. | ✓ |  |
| Experience in grassland restoration techniques such as; brush harvesting, green hay strewing and seed propagation |  | ✓ |
| Experience of using a wide range of hand tools and machinery such as pesticide sprayers, chainsaw, strimmer, brushcutter, mowers, chippers etc. | ✓ |  |
| Experience of driving a range of vehicles including 4x4, quad bike, trailer towing and tractors |  | ✓ |
| Experience of writing and implementing site management plans and annual work programmes | ✓ |  |
| Experience in arboriculture |  | ✓ |
| Experience of working with farmers and other private landowners  | ✓ |  |
| 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 |  | ✓ |
| Professional Tree Inspection qualification (or sufficient experience to attend and pass a PTI course) |  | ✓ |
| Professional qualifications such as CS30 & 31 (chainsaw use), PA1 & 6 (pesticide use) 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:**  £23,000 - £27,300

**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 post is permanent.

**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:** Currently our Bickley Hall Farm HQ, moving to a base in the East of the county once one becomes available.

.