

JOB DESCRIPTION

JOB TITLE	Assistant Warden (North Dorset)
TEAM	Reserves
GRADE	B
RESPONSIBLE TO	Warden (North Dorset)
RESPONSIBLE FOR	Volunteers

OVERALL ROLE

Achieve actions and targets within the Dorset Nature Recovery Network Programme through implementation of nature reserve management plans. As part of a wardening team based at Brooklands Farm, Forston, carry out practical conservation and estate management tasks on reserves primarily in North Dorset and occasionally on Portland. When required, assist the team on sites in West Dorset, including the Kingcombe National Nature Reserve and Centre.

1. Key responsibilities

- Help to ensure safe working practices are strictly adhered to at all times and reserves are maintained in an appropriate condition for visitors and users of public rights of way. Comply with legal requirements associated with management on reserves.
- Assist in oversight of the work of contractors on reserves, instructing them on specific issues when necessary.
- Plan and lead volunteer tasks, demonstrating safe and effective working techniques to assistants and volunteers.
- Maintain accurate up-to-date documentation on work programmes, work sheets and grazing records.
- Where qualified, service and maintain power tools, keeping records and log sheets, and assist maintaining the workshop in a safe and tidy condition.
- Welcome visitors to DWT Reserves, lead guided walks and give public talks.
- Assist with stock management (primarily sheep and cattle) and farm work when needed.
- In addition to the nature reserves work in North Dorset and on Portland, assist with habitat management and visitor access work within the Kingcombe National Nature Reserve and occasionally at the Kingcombe Centre.

2. Other Duties

All staff are expected to:

- Undertake any other duties appropriate to the post as delegated by the line manager;
- Contribute to other Dorset Wildlife Trust activities when required, to deliver the aims of the Strategic Plan;

- Engender a culture of public engagement and membership recruitment within the team;
- Abide by organisational policies and procedures laid down in the Staff Handbook, including promoting equal opportunities particularly with regard to volunteer work.
- Ensure that Health and Safety policies and procedures are met in all aspects of the role.

Some evening and occasional weekend working may be required with time off in lieu. There also may be periodic travelling within the county with occasional journeys further afield; DWT pool cars are available but own vehicle may be needed. A valid driving licence is a requirement of this position.

PERSON SPECIFICATION

Area A Experience

The post holder will be expected to have relevant experience in the following areas:

Essential:

- A broad range of practical conservation management tasks.
- Off-road, 4-wheel drive vehicles and power tools such as chainsaws and clearing-saws, including their maintenance.
- Supervising volunteers and working with the general public.
- Safe working practices and first aid.

Desirable:

- Tractor work, including awkward trailed loads and difficult terrain.
- Livestock management.

Area B Knowledge

The post holder is expected to have knowledge of the following:

Essential:

- Good knowledge of practical habitat management.
- Knowledge of safe working practices.
- Some knowledge of animal husbandry.
- Some knowledge of habitat and species ecology as relevant to North & West Dorset reserves.
- Knowledge of land management using hand tools.

Area C Skills/Qualifications

The post holder will require the following skills/qualifications:

Essential:

- Qualifications in use of chainsaw (incl. small tree felling), other hand operated tools, herbicides, and first aid.
- Good written and spoken communication skills.
- Ability to create a safe and enjoyable working environment for volunteers.
- Ability to keep to timescales, meet deadlines and organise work efficiently.
- Hold a full driving licence
- Ability to work in a team and under own initiative.

Desirable:

- Computer literacy (word processing, Geographical Information Systems).
- Tractor qualification
- Trailer qualification

Area D PERSONAL QUALITIES

- Enthusiasm, self motivation and self discipline.
- Flexibility.
- Tact, diplomacy and integrity.
- Sense of humour.
- Presentable appearance when required.
- Good time-keeping.
- Initiative and creativity.