

JOB DESCRIPTION

JOB TITLE	Project Assistant - Species Survival
TEAM	Nature Recovery
GRADE	B
RESPONSIBLE TO	Project Manager – Species Survival
RESPONSIBLE FOR	Volunteers, trainees

OVERALL ROLE

Through the Species Survival funded 'Making space for Nature in Dorset' project, support the delivery of day-to-day practical works including habitat restoration and creation, access improvements and installation of interpretation across a set of 18 nature reserves. Work within a small delivery team to assist with ground works aimed at increasing wildlife abundance. Your work will include assisting with practical wildlife conservation projects as well as helping with monitoring the relative success of the project on wildlife. Carry out works alongside volunteers, trainees and contractors.

1. Key responsibilities

- Carry out practical tasks for the Making Space for Nature project ranging from assistance with traditional habitat creation and enhancement to working with natural processes. Work to a good professional standard without constant supervision.
- Work alongside contractors undertaking work on project sites.
- Work with volunteers to deliver an annual programme of project activities. Assist with weekday and weekend conservation volunteer parties, undertaking key practical project tasks.
- Work with and provide on the job training for project trainees.
- Assist with livestock management (primarily sheep and cattle) when required.
- Ensure safe working practices are strictly adhered to at all times and sites are maintained in an appropriate and safe condition.
- Comply with legal requirements associated with management on reserves, notably Health & Safety legislation, prepare generic and site-based risk assessments, undertake tree safety surveys, and COSHH assessments.
- Service and maintain project vehicle, power and hand tools, keeping records and log sheets.
- Inform the Project Officers of any matters that require attention on project sites.
- Where qualified, service and maintain vehicles and power tools, keeping records and log sheets, and assist maintaining the workshop in a safe and tidy condition.
- Undertake such duties as the line managers may require from time to time.

2. Other DWT 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; Project vehicle is available but own vehicle may be needed. A valid driving licence is a requirement of this position. Overnight stays are only rarely required.

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.
- Use of ATV (sit-on).
- 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.
- Knowledge of land management using hand tools.

Desirable:

- Some knowledge of animal husbandry.
- Some knowledge of habitat and species ecology as relevant to Dorset.

Area C Skills/Qualifications

The post holder will require the following skills/qualifications:

Essential:

- Qualifications in use of chainsaw (NPTC), brushcutter and other work equipment.

- Up to date First Aid at Work qualification.
- 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.
- Computer literacy.

Desirable:

- Qualification in tractor, ATV use, 4x4 and trailer towing.

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.
 - Resilience.
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