



## **JOB DESCRIPTION**

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| <b>JOB TITLE</b>       | Assistant Warden                  |
| <b>TEAM</b>            | <b>Reserves</b>                   |
| <b>GRADE</b>           | B                                 |
| <b>RESPONSIBLE TO</b>  | <b>Reserves Warden</b>            |
| <b>RESPONSIBLE FOR</b> | Volunteers, students, contractors |

### **OVERALL ROLE**

Achieve actions and targets within the Reserves team programme through implementation of site management plans. Carry out practical conservation and estate management tasks on reserves across Dorset. This post is based at the Brooklands Farm DWT Headquarters.

#### **1. Key responsibilities**

- Carry out practical tasks to a good professional standard without constant supervision.
- 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.
- Oversee the work of contractors on reserves, instructing them on specific issues when necessary.
- Work with and supervise employment trainees, similar appointments and volunteers.
- 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.
- Inform the Wardens and Reserve Managers of any matters that require attention on DWT reserves.
- 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.
- Assist with stock management (primarily sheep and cattle).
- Assist with practical management operations on sites outside of DWT reserves and on reserves elsewhere in the county when required.
- Welcome visitors to DWT Reserves, lead guided walks and give public talks.
- Undertake such duties as the line managers may require from time to time.

#### **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. Overnight stays are only rarely required.

## **PERSON SPECIFICATION**

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### **Area A      Experience**

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

*Essential:*

- A broad range of practical conservation management tasks.
- Tractor work, including awkward trailed loads and difficult terrain.
- 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.
- Livestock management.

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### **Area B      Knowledge**

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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 South Dorset reserves.
- Knowledge of land management using hand tools.

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### **Area C      Skills/Qualifications**

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The post holder will require the following skills/qualifications:

*Essential:*

- Qualifications in use of chainsaw, other hand operated tools, tractor, 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, including use of mini-bus and trailers.
- Ability to work in a team and under own initiative.

*Desirable:*

- Computer literacy (word processing, Geographical Information Systems).
- Qualifications in tree safety surveying

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**Area D      PERSONAL QUALITIES**

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

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Director signature: ..... Date.....

Postholder signature:..... Date.....

