



JOB DESCRIPTION

JOB TITLE	Assistant Conservation Officer (Rivers and Wetlands)
TEAM	Nature-based Solutions
GRADE	C
RESPONSIBLE TO	River Catchment Manager
RESPONSIBLE FOR	Contractors, volunteers and trainees

OVERALL ROLE

To protect and enhance the biodiversity of Dorset through helping to achieve the work of Dorset Wildlife Trust's River Catchment programme. The post will be involved in direct conservation and land management, survey, community engagement and species protection. In particular it will focus on volunteer involvement, as well as assisting with a range of activities including Dorset Wildlife Trust's beaver project, Riverfly monitoring and wetland restoration.

MAIN RESPONSIBILITIES

1. *Volunteer Management* – Co-ordinate the Dorset Water Guardians Scheme to recruit, train and support a team of volunteers monitoring river health across the county. Also wider engagement with communities and with river interest groups (eg river fly partnership and fishing groups) in relevant projects and tasks. Use restoration works as best practice exemplars, publish appropriate materials, lead guided walks, attend events and volunteer tasks.
2. *Direct Conservation Works* – Implement habitat restoration works working with other DWT staff, volunteers and external partners. Tasks include assisting with research and completing paperwork as well as on the ground delivery, through advising landowners, working with contractors and volunteers to deliver practical works including in-channel works, fencing, tree felling and planting.
3. *Survey and monitoring* – Support volunteers, contractors and other staff undertaking surveys to provide monitoring data for river and wetland restoration projects, and where appropriate carry out surveys directly. These include; river walkovers, electro-fishing surveys, water vole, non native invasive plants, SNCI and river fly surveys as well as support for DWT's beaver project.
4. *Landowner liaison* – Work collaboratively with the landowners of project sites, with the support of team members. Where relevant provide advice and assistance to landowners, farmers and community groups on river and wetland habitat. Where appropriate, sites should be identified as potential SNCIs. Signpost landowners with additional advice from partners and potential appropriate funding.
5. *Leadership* – Assist and support volunteers in the above projects. Organise schedules and rotas. Recruit suitable volunteers to assist with the work, writing role descriptions, providing health and safety information and training.





6. *Project Management* – Take a lead role, with line manager support, in completing the Dorset Water Guardians project to a high standard within allotted deadlines and budgets, writing required reports and ensuring good practice is communicated. Support the management and delivery of other wetland projects.
7. *Teamwork and partnership* – Work as part of the Catchment team, plus other relevant DWT staff as well as external partners (EA, Wessex Water, Dorset AONB, FWAG SW and Dorset Catchment Partnerships) on river and wetland matters and act as a mentor for trainees and volunteers. As needed attend relevant partnership meetings to promote river and wetland conservation and the work of DWT.

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 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 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

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

- Conservation of freshwater biodiversity in the UK (essential)
- Delivery of river and wetland restoration and enhancement projects (essential)
- Managing and coordinating volunteers (essential)
- Providing conservation advice to landowners / managers (desirable).
- Supervising contractors (desirable)
- River walkovers, habitat and species surveying and monitoring especially riparian and freshwater habitats and species (desirable)
- Community and public engagement, media work and presentations (desirable)
- Working with stakeholders and partners (desirable)





Area B Knowledge

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

- How river ecosystems function
- The application of a catchment-based and ecosystems approach / nature-based solutions such as natural flood management.
- The policy, legislation, and regulations relating to freshwater ecosystems and the delivery of restoration works.
- River and wetland species and habitats in Dorset and the issues that affect them.
- Habitat management and restoration techniques, particularly for rivers and wetlands.
- Project management requirements.

Desirable:

- Natural history and ecology broadly across the range of Dorset habitats.
- Understanding of fisheries ecology and management.
- Understanding of catchment processes / land use management / resource protection / agri environment schemes.

Area C Skills/Qualifications

The post holder will require the following skills/qualifications:

- Ability to learn new material and skills quickly and apply them to good effect.
- Good written communication skills.
- Excellent spoken communication skills with a range of audiences,.
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- Ability to work in a team and under own initiative .
- Ability to recognise and analyse problems and identify solutions.
- Ability to efficiently plan and prioritise work, keep to timescales and meet deadlines.
- Ability to motivate others
- Computer literacy (GIS, word processing, databases, spreadsheets, zoom, teams).
- Hold a full driving licence.
- First Aid at Work qualified (desirable)

Area D PERSONAL QUALITIES





- Highly organised, with good time management
- Professional manner and appearance, especially when meeting external contacts
- Enthusiasm, drive, self-motivation and self-discipline
- Flexibility
- Tact, diplomacy and integrity
- Sense of humour

Director signature: Date.....

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

