

# Recruitment Information Pack

# Introduction ...



Thank you for the interest you have shown in working for Dorset Wildlife Trust.

This information pack provides details about the job on offer and an insight into the vital work we do for wildlife and people.

Dorset is a county rich in wildlife and nature, with ancient heathlands and downlands, wildlife rich farmland and an outstanding marine environment, few other places can rival its diversity. Our 43 nature reserves represent all of the major habitats found in Dorset, providing important sources of biodiversity and open access green space for our communities.

However, the world is facing two enormous crises. Climate change and environmental degradation are driving an ecological crisis that threatens everyone's quality of life and Dorset is not immune to the impacts of these crises.

Given the chance nature can help to address climate change but we need to reconnect people with nature and make more space for wildlife. Our work is more vital than ever!

Dorset Wildlife Trust is a great place to work, our friendly and welcoming team is passionate and dedicated to building a Dorset richer in wildlife for everyone. As you read the information in this pack, and perhaps visit the Dorset Wildlife Trust website, I hope you will be inspired by the opportunity to show us what you can bring to our team. We look forward to receiving your application and hope to meet you soon.

*Brian*



Brian Blease: Chief Executive



# Recruitment Information Pack

# We are hiring ...



Dorset

Catchment Partnerships

**Job Title** Dorset Peat Partnership Project Manager

**Salary** £31,918

**Contract Type** Fixed term to 31st March 2023, full-time

**Location** Beacon Hill nr Poole (hybrid working)

**Team** Nature Based Solutions

**Responsible to** River Catchment Manager

**Closing Date** 23rd January 2022

## Dorset Wildlife Trust

is the leading charity dedicated to nature conservation in Dorset.

From small beginnings in 1961 based entirely on voluntary effort, we now have over 27,000 members, 42 nature reserves, 5 visitor centres and a thriving programme of outreach with communities. As a business we have grown, with over 55 employees, but we have never lost our volunteer ethos and rely on the support of thousands of people to help us to look after wildlife and wild places in Dorset.

*A Dorset rich in wildlife for everyone*

### OUR MISSION

To champion wildlife and natural places and to inspire people to value and take action for nature.

# Job Description



## Dorset Peat Partnership Project Manager

### *Overall Role*

The post is funded by the Nature for Climate Peatland Discovery Grant with an over-arching aim to unlock barriers to peatland restoration and is hosted by Dorset Wildlife Trust.

The post is the lead delivery role for the newly-formed Dorset Peat Partnership and you will be responsible for gathering the information needed to apply for future rounds of the Peatland Restoration Grant. You will lead the investigation and development of opportunities for mire restoration on a suite of sites within southeast Dorset. You will work with partners and land owners/managers of some 75 sites to build support, establish baselines, assess feasibility of restoration and produce a shared, co-created costing implementation plan for mire restoration across the Dorset Heaths. You will work closely with the Dorset Peat Partnership to prioritise sites for restoration and co-ordinate bids for the next funding rounds.

Dorset

Catchment Partnerships





# Recruitment Information Pack

# Job Description



## Dorset Peat Partnership Project Manager

### *Main Responsibilities*

#### 1. Lead officer for Dorset Peat Partnership

- Ensure the partnership establishes effectively within the wider Dorset Catchment Partnership family. Engage partner organisations and individuals beyond the initial group.
- Build capacity within the partnership, drawing from existing skillsets to share knowledge, as well as learning from other projects.
- Build relationships with owners and managers of peatland sites, connecting them with the partnership and securing permission for feasibility work.

#### 2. Commission and oversee baseline survey reports

- Commission surveys and manage contractors and others undertaking a suite of baseline work. Ensure procurement is in line with required procedures (grant terms and organisational policy), methodology to standard and reporting timely.
- Manage the budget for baseline work and co-ordinate the use of any equipment acquired by and/or shared with the project.
- Ensure completion of baseline ecological surveys to agreed methodology.
- Commission historic environment assessment reports where required, in partnership with site owners.

- Develop understanding of impacts of potential restoration works on the water environment and flood risk and work with flood risk specialists as required.
- Produce a baseline report on peat area and condition for the sites assessed and use this to model current carbon emissions and potential for change with restoration.

#### 3. Volunteer management

- Work with partners to recruit, train and support volunteers (anticipated 15-25 people) for appropriate roles in assisting with data gathering.
- Produce clear information for volunteers and partner staff about the project and how they

will be helping and ensure timely reporting of their data.

- Ensure that health and safety requirements are met at all times.

#### 4. Manage requirements for permissions and consents

- Where required for baseline surveys, work with Natural England to gain consent for monitoring equipment to be installed on designated sites.
- Where restoration work may require consents, ensure early engagement with relevant authorities and secure necessary permissions in time for any restoration grant applications.

continued...

# Recruitment Information Pack

# Job Description



## Dorset Peat Partnership Project Manager

### *Main Responsibilities continued:*

#### 5. Explore opportunities to bring in private and matched funding for peatland restoration

- Work within both Peat and Catchment Partnerships to share knowledge of potential funding opportunities, particularly opportunities for private finance.
- Develop opportunities and seek funding for restoration, potentially to match future bids.

#### 6. Co-ordinate production of a restoration plan

- Use the results of baseline studies, consultation, modelling and prioritising to assess feasibility and benefits (ecological and carbon) of restoration for each site.
- Produce a phased and costed imple-

mentation plan for use in submission(s) to Defra's Peatland Restoration Grant Scheme round 3 (2023).

#### 7. Communications

- Responsible for clear and timely communications about project activities with funders, partners, land-owners, volunteers and communities.
- Establish an engagement plan for the project including a range of community awareness raising events across at least 10 sites. It is anticipated that these events will be run in conjunction with existing partner engagement programmes.
- Act as spokesperson for the project when required, including in written, broadcast and social media and in advocacy with potential partners and

funders, including at senior level.

#### 8. Reporting and monitoring

- Keep accurate records, monitor progress against project milestones, ensure any problems are addressed and the project monitored against risks.
- Report to funders, the partnership steering group and internally.

#### *All Dorset Wildlife Trust 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 occasional weekend working may be required with time off in lieu. There also will be periodic travelling within the county with occasional journeys further afield; DWT pool cars are available but use of own vehicle is also likely to be needed. A valid driving licence is a requirement of this position. Overnight stays are only rarely required.

# Recruitment Information Pack

# Personal Specification



## Experience

- Conservation of UK biodiversity (*essential*)
- Conservation advocacy to different audiences (*essential*)
- Land manager and community engagement (*essential*)
- Project development, planning and management (*essential*)
- Relationship/partnership development (*essential*)
- Commissioning and managing contracts (*desirable*)
- Practical management of lowland peatland/mire habitats (*desirable*)
- Budget development and financial management of projects (*desirable*)

## Knowledge

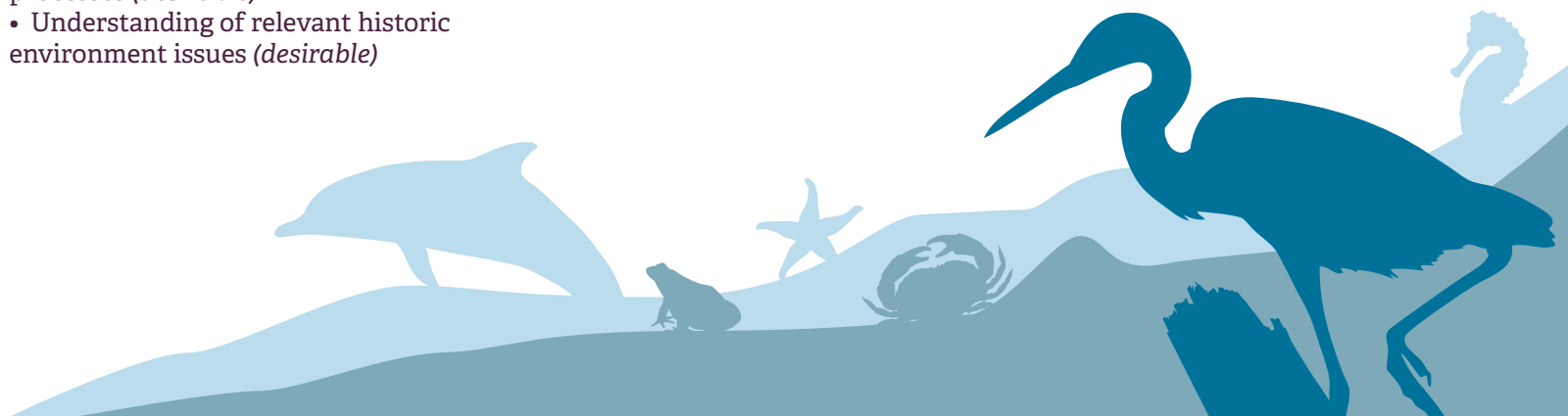
- Wildlife conservation framework within the UK (*essential*)
- Nature-based solutions and their benefits for wildlife, for other environmental assets and economic and social benefits (*essential*)
- Lowland heathland and mire habitats, their ecology and the land uses that influence them (*essential*)
- Wildlife law and policy, in particular as relevant to Dorset's heathlands and their key species and the water environment (*essential*)
- Understanding of peat soils, carbon and relevant hydrological processes (*desirable*)
- Understanding of relevant historic environment issues (*desirable*)

## Skills

- Excellent communication and presentation skills, both verbal and written (*essential*)
- Negotiating and influencing skills (*essential*)
- Excellent time management, prioritisation and ability to meet deadlines (*essential*)
- Full driving licence (*essential*)
- Innovative thinking and demonstrable skills in developing creative opportunities (*essential*)
- Good IT skills (*essential*)

## Personal Qualities

- High personal standards & pride in quality of work
- Enthusiasm and self motivation
- Tact, diplomacy and integrity
- Flexibility
- Self motivated
- Numeracy
- Attention to detail
- Able to engage well with anyone
- Commitment to nature conservation
- Able to find solutions to setbacks
- Presentable appearance when required
- Initiative
- A team player



# Recruitment Information Pack

# Partnership



## Dorset Peat Project

Dorset

Catchment Partnerships

A new conservation partnership has recently secured funding from Natural England's Nature for Climate Peatland Discovery Grant to develop plans to restore the county's vitally important mire habitats. The grant scheme aims to support peat partnerships to develop restoration plans and is outlined in this blog post:

<https://naturalengland.blog.gov.uk/2021/07/07/peatland-discovery-grant-launched-to-support-the-next-waves-of-peatland-restoration/>

Dorset's heathlands once covered some 40,000 hectares but past damage has left this at around 6,000 hectares now. There remain some spectacular valley mires with near natural function, but other areas have been drained and fragmented, harming both biodiversity and car-

bon capturing functions. Over 150 separate mires have been identified and this project aims to investigate around half of them.

Dorset Catchment Partnerships are co-hosted by Wessex Water and Dorset Wildlife Trust. The partnerships comprise a range of organisations including local authorities, government agencies, water companies, conservation and farming organisations, who work together with the aim of making Dorset's river catchments sustainably healthy, resilient and safe for people and wildlife. The Dorset Peat Partnership is a focussed subgroup hosted by Dorset Wildlife Trust. There is more information about Dorset Catchment Partnerships on this web page: <https://www.wessexwater.co.uk/dorset>



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# Recruitment Information Pack

# Working with us



## There are a number of benefits to working for Dorset Wildlife Trust

### Flexible working

We operate a hybrid working model, offering part home working and part office working, and encourage flexible working arrangements where we are able to do so.

### Pay and pension

- Our salaries are single point salaries within each grade, and are regularly benchmarked.
- We have a pension plan of 7%, with 5% employer contribution and 2% employee contribution.

### Holidays

Starting holiday entitlement is 24 days per year (pro rata for part-time roles) plus Public Holidays, rising by one day per year to a maximum of 29 days.

### Uniform and PPE

Uniform and PPE provided free of charge.

### Staff wellbeing

- Employee Assistance Programme
- Social activities
- Team days
- Active Staff Liaison Group, bringing innovative suggestions and ideas to the workplace environment.

### Training and development

We offer regular in-house training available to all staff, plus the opportunity for external training and qualifications for role-specific requirements.

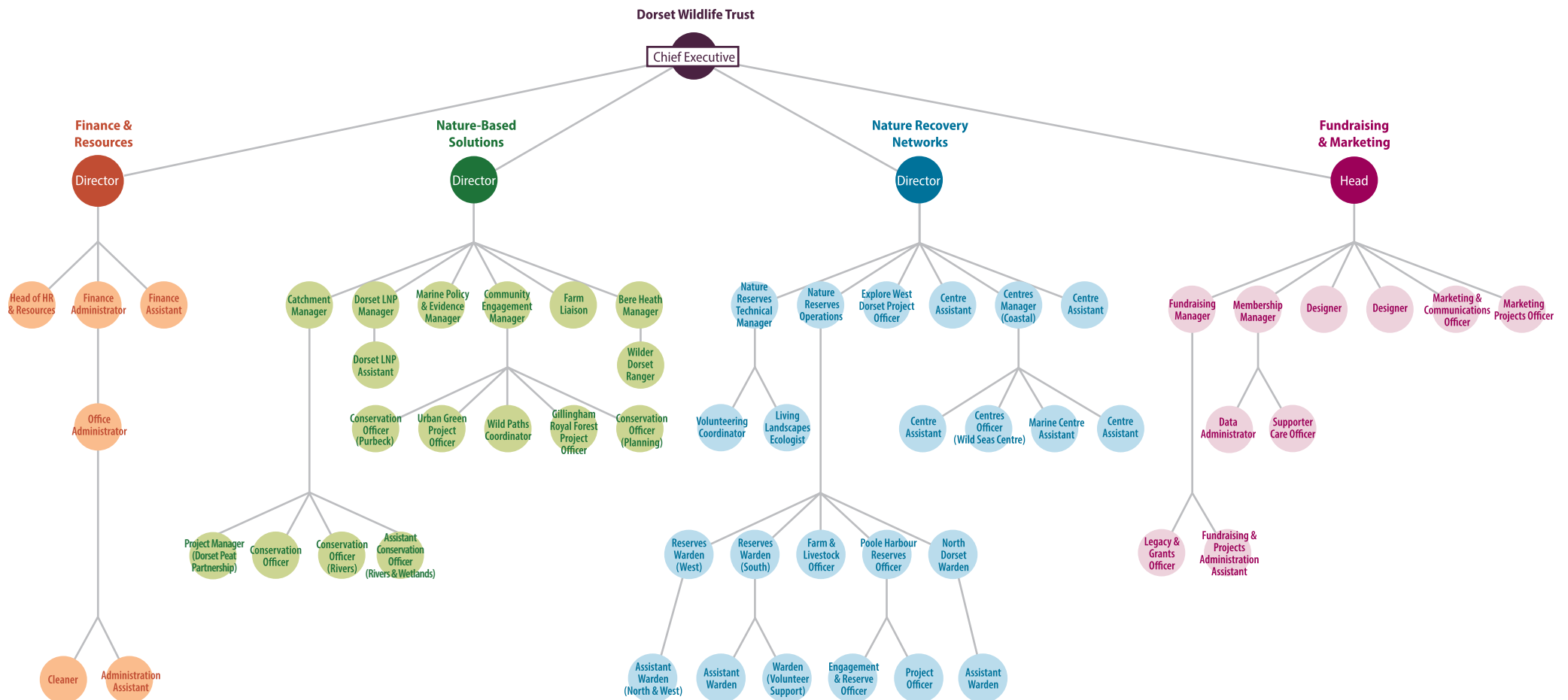
### Values

We are an inclusive employer, recognising and valuing our staff as individuals and providing all a voice in how we are run.



# Recruitment Information Pack

# Team structure...



# Recruitment Information Pack

# Our Reserves



**We manage 43 nature reserves for wildlife and people across the whole of Dorset.**

**We also work with other organisations to protect and connect wildlife sites across the county and inspire local communities and young people to care for wildlife where they live.**

# Recruitment Information Pack

# Our Facilities



## We have six visitor centres across Dorset

**In addition to the beautiful nature reserves we care for, Dorset Wildlife Trust has six centres which provide a base for office working environments, as well as visitor centre facilities.**

**Brooklands Farm**, situated four miles north of Dorchester, is Dorset Wildlife Trust's HQ and provides the office base for many roles. The building is beside the restored hay-meadow, a haven for wildflowers, beetles and butterflies.

**The Kingcombe Centre** is set within the lovely, newly designated Kingcombe and Powerstock National Nature Reserve.

**The Urban Wildlife Centre** is situated in East Dorset amongst stunning heathland and as well as hosting a multitude of flora and fauna, it also hosts a number of staff and volunteers.

**The Chesil Beach Centre and the Wild Seas Centre** at Kimmeridge host numerous activities and events throughout the year, offering snorkel trails, beach cleans and more.

**The Villa at Brownsea Island** is currently undergoing a huge refit as part of the Wild Brownsea project and is home to some of our Brownsea staff.





# Recruitment Information Pack

# How to Apply ...



## Submit via email

To apply for this post, please download and complete the application form and then submit it to:  
**[recruitment@dorsetwildlifetrust.org.uk](mailto:recruitment@dorsetwildlifetrust.org.uk)**

## Apply by Post

Alternatively, you can post your completed application to:  
**Head of HR & Resources, Dorset Wildlife Trust, Brooklands Farm,  
Forston, Dorset DT2 7AA.**

## Enquiries

If you require further information regarding this vacancy, please **phone 01305 264620**

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