

Recruitment Information Pack

Introduction ...



Dorset
Wildlife Trust



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
Wildlife Trust

Job Title	Assistant Warden (S&E)
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Salary	£19,574
Contract Type	FT, Fixed term until 31 March 2023)
Location	Brooklands or Urban Wildlife Centre
Team	Nature Recovery Networks
Responsible to	Reserves Area Warden
Closing Date	07 July 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.



Recruitment Information Pack

Job Description



Dorset
Wildlife Trust

Assistant Warden S&E

Overall Role

Achieve actions and targets within the Nature Recovery work programme through implementation of site management plans. Carry out practical conservation and estate management tasks on nature reserves and SANGS (Suitable Alternative Natural Green Space) focussing on South and East Dorset. This post will be based the Brooklands Farm, DWT Headquarters and Becacon Hill, Corfe Mullen, but with frequent travel across Dorset

Main Responsibilities

- Carry out practical tasks on the South and East nature reserves and SANGS to a good professional standard without constant supervision.
- Help to ensure safe working practices are strictly adhered to at all times and nature reserves and SANGS are maintained in an appropriate condition for visitors and users of public rights of way. Comply with legal requirements associated with management on reserves and SANGS.
- Work with and supervise employment trainees, similar appointments and volunteers.
- Lead volunteer tasks unsupervised, demonstrating safe and effective working techniques to assistants and volunteers.
- With other members of the Reserves team carry out annual wildlife surveys.
- Maintain accurate up-to-date documentation (paper and electronic) on work programmes, work/maintenance 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, including assisting outside normal work hours when needed.
 - Assist with practical management operations on sites outside of DWT nature reserves and on nature reserves elsewhere in the county when required.
 - Assist with the aftermath of anti-social behaviour, including from heath fires, vandalism and fly-tipping.
- Welcome visitors to DWT nature reserves, lead guided walks and give public talks.

Job Description



Assistant Warden (S&E)

All Staff are expected to:

- Undertake and other duties appropriate 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 Health and Safety policies 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 country 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. Over-night stays are only rarely required.



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Personal Specification



Experience

The postholder is expected to have relevant experience in:

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.
- Livestock management.

Desirable:

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

Knowledge

The postholder is expected to have relevant knowledge of the following::

- 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 DWT nature reserves.
- Knowledge of land management techniques.

Skills/Qualifications

The postholder will require the following skills/qualifications:

Essential:

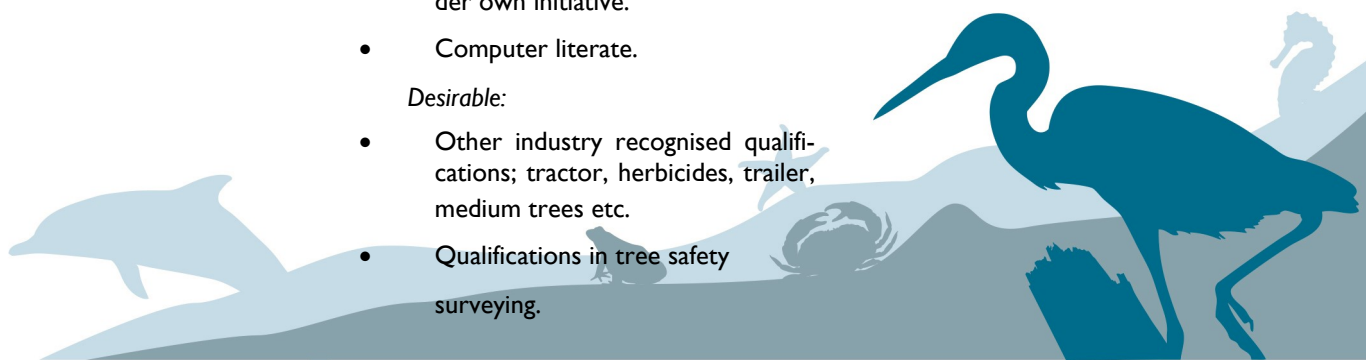
- Qualifications in use of chainsaw, brushcutter and other work equipment
- First aid at work.
- Good written and spoken communication skills.
- Ability to create a safe and enjoyable working environment for volunteers.
- Ability to keep to timescales, meet deadlines and organise work efficiently.
- Hold a full driving licence.
- Ability to work in a team and under own initiative.
- Computer literate.

Desirable:

- Other industry recognised qualifications; tractor, herbicides, trailer, medium trees etc.
- Qualifications in tree safety surveying.

Personal Qualities:

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



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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.

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Our Reserves



Dorset
Wildlife Trust



We manage 40 nature reserves for wildlife and people across the whole of Dorset.

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

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Our Facilities



Dorset
Wildlife Trust

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

Our Projects



Dorset
Wildlife Trust

A Wilder Dorset – England's first ever community rewilding project

In a bid to tackle the ecological and climate crises, Dorset Wildlife Trust recently acquired a large area of land near Bere Regis. This site, around 170 hectares in total, will showcase sustainable change in land use.

It will give Dorset wildlife much-needed room to spread and regenerate and give the community new space to reconnect with nature, while reducing net nitrates in Poole Harbour.

There are three key reasons for purchasing this land.

First is tackling the ecological crisis.

The Wildlife Trusts want to see 30% of land being managed in a way which is beneficial to nature in the UK by 2030. This means some currently nature-poor areas need to be restored to allow nature space to rebound and spread.

Second is tackling the climate crisis.

Restoring nature increases the amount of carbon held in healthy soils, new woodlands and wetlands and reduces outputs of harmful greenhouse gases.

Third, we aim to help local communities better connect with nature on their doorstep.

More of us than ever are disconnected from the natural world but connecting to nature has huge benefits for mental and physical wellbeing. This site will provide vital space and new opportunities to engage the public with the natural world. Dorset Wildlife Trust is excited to be involving the local community with planning for the site's future, to ensure their voices are heard and they receive real community benefits.



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Our Projects



Dorset
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Beavers in Dorset

In February 2021, Dorset Wildlife Trust released two beavers into an enclosed site in Dorset. This landmark project led by Dorset Wildlife Trust is the first of its kind for the county and welcomes beavers back to Dorset for the first time in over 400 years.

Following several years of preparation, including installing a specialist fence to enclose the site and recording baseline data with experts from University of Exeter and Wessex Water, the pair of Eurasian beavers (*Castor fiber*), an adult male and female, have been settling in for a few months now.

The beavers were relocated from Scotland to Dorset under licence from NatureScot. Their new home, a suitably large site of freshwater habitat, is not accessible to the public.

The beavers have been introduced as part of a scientific study and a key focus of the

project is monitoring and recording the impact the beavers have on water quality, flooding and other wildlife. Beavers are known as 'nature's engineers' and their activities, including wetland creation through the building of dams, have the potential to increase biodiversity, filter and clean water, and even reduce flooding by slowing the rate of water passing through rivers and streams during storm events.

**This landmark
project led by
Dorset Wildlife Trust
is the first of its
kind for the
county**



© Nick Upton/Cornwall Wildlife Trust



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Recruitment Information Pack

How to Apply ...



Dorset
Wildlife Trust

Submit via email

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

Enquiries

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



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