JOB DESCRIPTION

JOB TITLE	Brownsea & Poole Harbour Reserves Officer
TEAM	Reserves Team, Nature Recovery
GRADE	D
RESPONSIBLE TO	Reserves Manager (South & East)
RESPONSIBLE FOR	Staff, Contractors, trainees, student placements, and volunteers

OVERALL ROLE

To lead the wildlife conservation management of DWT's Poole Harbour Nature Reserves on Brownsea Island and Lytchett Bay to reach their full potential for their internationally important biodiversity and public engagement. Lead on the planning and delivery of practical work to implement reserve management plans. Ensure appropriate contractors are employed and supervised so that tasks are carried out to a high standard, engage volunteers in conservation tasks and ensure requirements of grant schemes are met. To assist in successful partnership working to achieve DWTs aims for nature recovery through Island-wide initiatives and functioning Poole Harbour Nature Parks. To ensure a continued high profile and a rewarding experience for volunteers and visitors to all the Poole Harbour nature reserves.

MAIN RESPONSIBILITIES

Nature Reserve Management

- Take overall responsibility for the protection and enhancement of the wildlife of Brownsea Island Nature Reserve and other DWT reserves in and around Poole Harbour, working with the South and East Reserves Manager and with DWT's tenants at Lytchett Bay.
- Assist in writing and reviewing conservation management plans and deliver targets under agri-environment other grant schemes, ensuring consistency with DWT procedures and delivery to time and within budget. Assist with other practical management operations when required.
- Responsible for the effective management of Brownsea Island and Lytchett Bay Nature Reserves including setting work schedules, managing contractors, and ensuring compliance with health and safety policies and procedures and delivery of targets under grant schemes. Obtain necessary consents, planning permissions and licences for management works and maintain accurate records, liaising with partner organisations, external agencies and other bodies as required.
- Responsible for the safe order and maintenance of Brownsea Island Nature Reserve estate fabric including hides, boardwalks, signs and trails and the maintenance and safe condition of vehicles and machinery on the reserve. Ensure safe working practices and legal requirements on reserves are strictly adhered to at all times. Draw up and maintain site and task risk assessments, emergency contact sheets and reserve hazard profiles.
- Assist with budget planning and oversee allocated expenditure for nature reserve management for Brownsea Island and Poole Harbour reserves, and assist with developing funding bids and income generating initiatives.

- Line manage Brownsea Island staff, to ensure they are supported and are able to perform to the best of their abilities and provide consistency and credibility in any advice given.
- Working with the reserves Ecologist, co-ordinate the Brownsea Island Nature Reserve's annual recording of flora and fauna and any scientific studies, provide relevant advice and respond to recording initiatives. Maintain the central database and report on the status of the reserve.

Public Engagement

- In liaison with the other Brownsea Island DWT staff, co-ordinate, train and support volunteers, key volunteers, trainees, corporate groups and others in undertaking practical conservation.
- Oversee completion of grant funded projects aimed at engaging people from all backgrounds.
- Assist with or lead activities and events and advise on development of materials to engage the public, providing conservation expertise and knowledge e.g., for interpretation, bird events, members' tours.
- With the Brownsea Island and communications teams at DWT, and National Trust as appropriate, develop and maintain a media profile through press, broadcast and social media, acting as DWT spokesperson when required. Ensure good communications and liaison between the Brownsea staff, and Other DWT teams, especially Reserves and Centres.

Partnership work

- Work with the National Trust on island-wide conservation planning to ensure delivery of island-wide conservation objectives. Ensure fulfilment of lease conditions, cover Island Duty Manager and boat crew duties on a rota basis, providing daily, weekend, evening and overnight cover as required. When on duty, ensure appropriate DWT response to 24-hour emergency situations, adhering to the specific emergency response protocol required on Brownsea Island, and maintaining active service within the Brownsea First Response Fire Team.
- Engage with partnership initiatives relating to Poole harbour, providing guidance and expertise on issues and opportunities relevant to DWT interests. When required provide updates for DWT Management Team, Council and other staff.
- Lead on key Poole Harbour issues as they affect Poole Harbour nature reserves including leading on matters relating to Holes Bay and Lytchett Bay Nature Parks for DWT, liaising with other relevant DWT teams.
- Liaise with partner organisations, including The National Trust, John Lewis Partnership, and other external bodies to co-ordinate management and activities on Brownsea Island and develop wider initiatives in Poole Harbour.

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.

Frequent evening, weekend and bank holiday working will 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 own vehicle will be needed. A valid driving licence is a requirement of this position. Overnight stays on Brownsea Island when on rota acting as duty officer will be required.

PERSON SPECIFICATION

Area A EXPERIENCE

The post holder is expected to have relevant experience in:

- Conservation and management of biodiversity, including a broad range of practical management skills, development of management plans and work programmes (essential)
- Conservation advocacy and interpreting the natural environment to different audiences (essential)
- Management of contractors, practical groups, trainees, and volunteers (essential)
- Habitats and species surveying and monitoring (essential)
- Monitoring of expenditure against budgets (essential)
- Relationship/partnership development (essential)
- Provision of conservation advice to land managers and/or community groups (desirable)

Area B KNOWLEDGE

- Natural history and ecology, wildlife survey and practical habitat management techniques (essential)
- Species and habitats in Dorset, and Poole Harbour in particular, and the policies and land uses that influence them (essential)
- Wildlife conservation framework within the UK including wildlife designations, land-use planning and wildlife legislation (essential)
- Safe working practices, health and safety legislation and implementation (essential)
- Interpreting the natural heritage to a variety of audiences (essential)
- Agricultural policy and agri-environment schemes in England (desirable)
- The concept and implementation of landscape-scale conservation (desirable)

Area C SKILLS

- Relevant work experience (5+years) (essential)
- Good interpersonal skills (essential)
- Excellent communication and presentation skills, both verbal and written (essential)
- Excellent time management, prioritisation and ability to meet deadlines (essential)
- Full driving licence & Tractor-trailer (essential)
- Building, vehicle and machinery maintenance (essential)
- NPTC chainsaw certificate, pesticides certificate, brushcutter certificate and full first aid certificate (essential)

- Dumper training (desirable)
- Negotiating and influencing skills (desirable)
- Good IT skills including Excel, Powerpoint, GIS program(desirable)

Area D PERSONAL QUALITIES

- High personal standards & pride in quality of work
- Enthusiasm and self-motivation
- Tact, diplomacy and integrity
- Flexibility
- Self confidence
- Numeracy
- Good with people at all levels
- Commitment to nature conservation
- A positive approach
- Sense of humour valuable
- Presentable appearance
- Shows initiative
- A team player

Director signature: …… Date……..…..…….

Postholder signature:…….. Date……