

## JOB DESCRIPTION

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| <b>JOB TITLE</b>       | Wilder Landscapes Assistant          |
| <b>TEAM</b>            | Nature-based Solutions               |
| <b>GRADE</b>           | C                                    |
| <b>RESPONSIBLE TO</b>  | Wilder Landscapes Officer            |
| <b>RESPONSIBLE FOR</b> | Contractors, volunteers and trainees |

### OVERALL ROLE

To support the work of the Wilder Landscapes team in advising on and securing land management for nature recovery and promoting nature-based solutions that benefit both wildlife and other public goods in West Dorset. To work in partnership with farmers and other land managers, in particular focused on areas around key DWT nature reserves, on landscape-scale and catchment-scale priority areas and making use of DWT's network of farmer contacts and schemes.

### MAIN RESPONSIBILITIES

*Supporting landscape scale restoration* – Support the team in implementing new landscape scale restoration projects in West Dorset working in partnership with farmers, landowners and partner organisations. This will require regular communication with land managers, to explain management techniques and options that benefit nature.

*Supporting farm clusters* – Working with the wider team to support, and in some cases, lead DWT's work in supporting and facilitating active farm clusters in West Dorset. This will include organising events and training sessions (to be decided by the cluster group).

*Volunteer management* – Co-ordinate the West Dorset conservation volunteers team - recruit, train and support a team of volunteers to carry out practical tasks around West Dorset on private sector land. Plan and organise volunteer tasks, which will include meadow restoration and seed collection, hedge laying and coppicing.

*Habitat restoration* – Working with the team and private landowners to increase species rich grasslands in West Dorset. Provide advice on other habitats from time to time, as appropriate to knowledge and experience.

### 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

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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:

- Managing and coordinating volunteers (essential)
- Advocacy communications using a range of media (essential)
- Providing conservation advice to landowners / managers (desirable)
- Supervising contractors (desirable)
- Community and public engagement, media work and presentations (desirable)
- Working with stakeholders and partners (desirable)
- Facilitating collaborative working such as farm clusters (desirable)

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### Area B Knowledge

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

- General knowledge of, and interest in, nature and wildlife (essential)
- Habitat management and priority habitats and species, including natural process led conservation (essential)
- Agri environment grant schemes (desirable)
- Agricultural systems and national agricultural policy and their relationship with biodiversity conservation (desirable)
- Landscape-scale initiatives and / or integrated approach to conservation (desirable)
- Knowledge of Dorset habitats and the key species that indicate habitat quality (desirable)
- Water management policy and catchment management approaches (desirable)

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### Area C Skills/Qualifications

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- Excellent communication skills, internally and externally with a diverse range of people including farmers, agents, contractors and statutory agencies (essential)
- Computer literacy (essential)
- A clear presentation style (essential)



- Hold a full driving licence (essential)
- Ability to work independently as well as in close co-operation with others (essential)
- Ability to efficiently plan and prioritise work, keep to timescales and meet deadlines (essential)
- Project management and development (desirable)

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**Area D**                      **PERSONAL QUALITIES**

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- 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
- Passionate about the natural world
- Sense of humour

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

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