

JOB DESCRIPTION

JOB TITLE	North Dorset Reserves Warden
TEAM	Nature Recovery
GRADE	C
RESPONSIBLE TO	Reserves Manager, North & West
RESPONSIBLE FOR	Assistant warden, apprentices, volunteers, placements and contractors

OVERALL ROLE

Achieve actions and targets within the North Dorset Reserves through implementation of management plans and involvement in recording and monitoring. Carry out practical conservation and estate management tasks, organise and manage volunteers, and to assist with the supervision of contractors needed for carrying out conservation tasks.

I. Key responsibilities

Nature reserve management

- Be responsible for carrying out practical conservation and estate management tasks to a high professional standard, including installation and maintenance of public access and interpretation, utilising up-to-date techniques
- Ensure safe working practices are strictly adhered to at all times and reserves are maintained in an appropriate and safe condition for visitors and users of public rights of way. Comply with legal requirements associated with management on reserves, notably Health & Safety legislation, prepare generic and site-based risk assessments, undertake tree safety surveys, and COSHH assessments
- Liaise with and supervise contractors undertaking work on ND reserves
- In combination with the area Reserves Manager, liaise with neighbouring landowners and managers, and liaise with and direct graziers regarding management of ND reserves
- Undertake recording and monitoring of biodiversity across ND reserves in liaison with the DWT Ecologist
- Maintain accurate up-to-date documentation on work sheets, work areas and grazing records
- Service and maintain vehicles, power and hand tools, keeping records and log sheets, and assist in maintaining the workshop (at Brooklands Farm) in a safe and tidy condition
- Contribute towards the formulation of site management plans and work programmes, as well as grant scheme applications, with the area Reserves Managers and Conservation Director
- Assist with practical management operations on reserves elsewhere in the county when required
- Keep the area Reserves Manager informed of any issues related to ND reserves

Line management, volunteer and public engagement

- Line manage N&W Dorset Assistant Warden, providing support and guidance on work tasks and development. Manage work placement students, and mentor trainees, guiding their work programmes, personal development and training
- Generate interest in volunteering in the North Dorset area and establish an annual programme of volunteer activities. Manage and lead weekday and weekend conservation volunteer parties, undertaking a range of tasks on ND reserves
- Lead guided walks and events on ND reserves
- Regularly give talks to external groups and societies, promoting the work of DWT
- Promote good public relations by behaving appropriately towards visitors and members, and respond to enquiries from members of the public in relation to reserves in a professional manner
- Provide advice to landowners and public related to general wildlife and management enquiries

2. 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 occasional 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 for 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:

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
- Line management and supervising contractors and volunteers
- Involving people from all backgrounds in natural heritage
- Conflict resolution

- Working to management plans and work programmes
- Habitats and species surveying and monitoring
- Working alone and in a team
- Safe working practices and first aid

Desirable:

- Livestock management
- Tractor work, including awkward trailed loads and difficult terrain

Area B Knowledge

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

Essential:

- Good knowledge of practical habitat management and policies and land uses that influence Dorset habitats
- Substantial knowledge of safe working practices
- Some knowledge of animal husbandry
- Some knowledge of habitat and species ecology as relevant to ND reserves
- Substantial knowledge of land management using hand and power tools
- Health and Safety relating to practical conservation
- Nature conservation, wildlife and related issues

Area C Skills/Qualifications

The post holder will require the following skills/qualifications:

Essential:

- Qualifications in use of chainsaw (NPTC), other hand operated tools, herbicides, and first aid
- 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
- Ability to motivate others and to negotiate positive outcomes
- Hold a full driving licence, including use of trailers
- Ability to identify a good range of species
- Ability to work in a team and under own initiative
- Computer literacy (word processing)

Desirable:

- Qualification in tractor use, including foreloaders and trailed loads
- Licenced to drive mini-bus
- Surveying class licences (dormouse, GCN, bats)
- Computer literacy (Geographical Information Systems)

Area D PERSONAL QUALITIES

- Enthusiasm, self motivation and self discipline
 - Flexibility
 - Tact, diplomacy and integrity
 - Sense of humour
 - Presentable appearance
 - Good time-keeping
 - Ability to talk to and enthuse land owners, managers and farmers of differing backgrounds
 - Initiative and creativity
 - A passion for conservation of wildlife
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Director signature: Date.....

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