

Essex Wildlife Trust

Job Description & Person Specification



Job title: Area Officer

Location: South-West Essex (SW)

Reports to: Senior Ranger (S)

Job Purpose

As Area Officer, the post-holder is responsible for planning, implementing and coordinating the practical conservation land management work within the nature reserves of south-west Essex. The role will support the Senior Ranger and Reserves Manager in completing related conservation infrastructure maintenance works and be the key link with Volunteer Wardens and the practical conservation volunteers. The post-holders may also assist and/or support rangers of individual nature reserves or nature discovery parks, as required.

The post-holder will manage the day-to-day work of Volunteer Wardens and volunteers across the Trust reserves in their geographic area, as well as regularly assisting the Senior Ranger to plan annual work programmes, make adjustments as required and agree land management and conservation infrastructure priorities. The Area Officer may also assist the Nature Recovery and Conservation Evidence Teams with carrying out practical and survey work outside nature reserves from time to time.

The post-holder will assist the Senior Ranger and Reserves Manager in reviewing longer-term management/action plans to enable work to be prioritised for the most appropriate period within the future annual work programmes.

Key Tasks

1. To implement the annual programme of habitat management work for the Trust reserves in the geographic area of responsibility, leading, organising and coordinating volunteer work parties on tasks, prioritising the favourable condition of key habitats and species.
2. Assisting the Senior Ranger with habitat works and infrastructure maintenance and repairs across a wider area, as may be required by agreed work programme priorities.
3. To contribute to the regular updating of the long-term reserve management plans, or reserves action plans, in the area of responsibility, and to liaise with colleagues including the provision of ideas and proposals for adaptations or improvements to those plans.
4. To assist the Reserves Manager and Senior Ranger in ensuring cross-compliance and the adherence to statutory and legal requirements in their area of responsibility, including SSSI and Countryside Stewardship schemes.
5. To plan and supervise work to ensure the integration of all health and safety (H&S) requirements whilst ensuring that, Volunteer Wardens and volunteer work parties understand and comply with appropriate H&S measures.
6. To assist the Senior Ranger in the completion of regular site safety and tree safety audits and to expedite all follow-up actions for the effective management of risk.
7. To coordinate reactive volunteer deployment and to help undertake reserves' tree and infrastructure hazard inspections following extreme weather events, including storms.

8. To assist the Conservation Evidence (CE) team with undertaking survey work to contribute to improving the effectiveness of reserves' conservation management in the area of responsibility.
9. To maintain effective working relationships with neighbouring land-owners of the nature reserves and assist the Senior Ranger in enhancing links with the surrounding local communities.
10. To assist the Senior Ranger to ensure positive working relationships and clear channels of communication with lessors, utilities' companies and other stakeholders on the Trust's reserves.
11. To maintain of good relations with all tenants and licence holders and to ensure any actions tenancies and licences are undertaken in accordance with the agreements, bringing any breaches or problems with enacting agreements to the attention of the Senior Ranger/Reserves Manager as required
12. To assist with the updating of the assets register for the area of responsibility, and assist in the procurement, maintenance and safe, sustainable disposal of machinery and equipment.
13. To monitor the condition of all PPE issued to Volunteer Wardens assisting the Senior Ranger in ensuring that it is up-to-date and fit-for-purpose and to feedback long-term requirements to assist the Senior Ranger/Reserves Manager in planning future provision.
14. To manage day-to-day expenditure, using both purchase card transactions and purchase orders, to achieve conservation and infrastructure work for each reserve within the allocated budgets and to report to the Senior Ranger as required.
15. Work effectively with colleagues across the Trust and demonstrate the values of being Inspiring, Collaborative, United and Professional.
16. Demonstrate and develop skills, attitudes, and behaviours in line with the Trust's Leadership Competencies Framework.
17. To carry out any other duties, including cover for other Area Officers and Site Rangers, that are within the scope, spirit and purpose of the role, and the contract of employment, as requested by the Senior Ranger, Reserves Managers, Head of Nature Reserves & Natural Capital or members of SLT.

Person Specification

Knowledge and Skills

1. Degree or HND in nature conservation, ecology, environmental science and/or equivalent work experience (including essential practical field experience) in one of those subjects.
2. Practical land management experience, including the use, deployment, and maintenance of a range of land management machinery, equipment, and materials.
3. Evidence of current or recently held NPTC/Lantra (or suitable equivalent) training certificates for a range of land management machinery and equipment, including but not exclusively tractor driving, 4x4, trailer towing (desirable), brush-cutter and felling and cross-cutting chainsaw operation. Where current desirable certificates are not held, the post-holder will be expected to obtain the range of up-to-date training certificates within the probation period, with the full support of the Trust.

4. Proven experience of timetabling, communicating, implementing, and reporting on work programmes through spreadsheets or other planning software/methods.
5. Demonstrable general knowledge of some UK terrestrial, freshwater, or coastal habitats and a range of habitat conservation issues.
6. Demonstrable tree safety assessment experience and/or qualifications (desirable) and experience of ground level tree assessment for bat roosts (desirable).
7. A demonstrable knowledge of health & safety procedures, their implementation and assessment, including undertaking risk assessments, producing method statements, and the effective deployment and maintenance of a range of protective equipment.
8. Demonstrable knowledge of managing budgets and purchase card accounts.
9. Proven experience of the day-to-day supervision of contractors on conservation sites.
10. Proven experience of day-to-day volunteer management, including supporting Volunteer wardens, leading work parties and organising volunteer work programmes.
11. Demonstrable IT skills with Microsoft *Word*, *Excel*, *Powerpoint*.
12. Knowledge and use of *GIS* and associated app platforms (desirable).
13. Experience within, or understanding of, the voluntary and charitable sector.
14. Good organisational skills and the demonstrable ability to handle multiple tasks and meet deadlines.
15. Good verbal and competent written communication skills, with a demonstrable ability to prepare short reports and action plans.
16. Proactive and enthusiastic, with a willingness to take responsibility for tasks.
17. Can work both individually without supervision and cooperatively within a team environment.
18. Has a demonstrable passion for wildlife and landscape conservation.

Additional information

- The role is likely to entail some evening and weekend working.
- The role requires regular lone-working and working outdoors in relatively remote sites in a wide range of weather conditions.
- The role requires an interest in working for a charity that is determined to protect wildlife for the future and for the people of Essex.
- The role requires the ability to drive, including a full driving licence and use of a vehicle, though pool vehicles for conservation tasks are available.

- The SW role will require travel across the County, and sometimes beyond, with mileage paid for additional travel.
- If not held, passing a First Aid certificate will be required within the first 3 months of employment and other mandatory training should be completed within the required timeframes for each course.

Disability Confident Statement

As a Disability Confident employer, we are committed to offering an interview to anyone with a disability that meets all the essential criteria for the post. Please let us know if you require any adjustments to make our recruitment process more accessible.

Armed Forces Covenant

We are proud to be an employer that supports the Armed Forces Covenant and are committed to supporting those who serve or have served in the Armed Forces, and their families. As part of this commitment, Armed Forces veterans who meet the minimum criteria for an advertised role will be guaranteed an interview.

Signed: _____ Date: _____

Name: _____