

## **JOB DESCRIPTION**

<b>JOB TITLE</b>	Reserves Warden – East Dorset
<b>TEAM</b>	Reserves - Nature Recovery
<b>GRADE</b>	C
<b>RESPONSIBLE TO</b>	Reserves Manager - South & East
<b>RESPONSIBLE FOR</b>	Assistant Warden, trainees, volunteers, placements and contractors

### **OVERALL ROLE**

Play a key role in delivering our nature recovery programme through achieving actions aimed at maintaining, restoring and creating wildlife habitat across our East Dorset (ED) nature reserves. Implementation of site based management plans to protect and enhance Dorset's wildlife and safely welcome people to engage with our nature reserves. Carry out practical conservation and estate management tasks, organise and manage volunteers, manage grazing animals, get involved in recording and monitoring and 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.
- 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.
- Support the Reserves Manager in working with the Urban Heath Partnership and emergency services to minimise antisocial behavior and fires on urban heaths and provide an approachable presence on site. If needed, assist with the DWT response to emergency situations on reserves on a 24 hour basis, eg fire or livestock issues.
- Liaise with and supervise contractors undertaking work on ED reserves.
- In combination with the South & East Reserves Manager, liaise with neighbouring landowners, communities and managers, and liaise with and direct graziers regarding management of ED reserves.
- Undertake recording and monitoring of biodiversity across ED reserves in liaison with the Reserves 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 Beacon Hill) 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 South & East Reserves and Technical Reserves Managers.
- Assist with practical management operations on reserves elsewhere in the county when required.
- Keep the area Reserves Manager informed of any issues related to ED reserves.

## **Volunteers, line management and public engagement**

- When required, line manage Assistant Wardens, 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, and establish an annual programme of volunteer activities. Manage and lead weekday and weekend conservation volunteer parties and host corporate groups, undertaking a range of tasks on reserves.
- Ensure volunteers and trainees have the training they need to safely carry out practical conservation tasks to a high standard.
- Lead guided walks and events on ED reserves. 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, partnerships 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 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:

- Substantial experience of a broad range of practical conservation management tasks (essential).
- Off-road, 4-wheel drive vehicles and power tools such as chainsaws and brushcutters, including their maintenance (essential).
- Tractor work, including awkward trailed loads and difficult terrain (desirable).
- Management of practical groups, staff, trainees, contractors and volunteers (essential).
- Involving people from all backgrounds in natural heritage (desirable).
- Conflict resolution (desirable).
- Working to management plans and work programmes (essential).
- Safe working practices and first aid (essential).
- Livestock management (desirable).
- Habitats and species surveying and monitoring (desirable).
- Working alone and in a team (essential).

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### Area B Knowledge

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

- Substantial knowledge of practical habitat management and policies and land uses that influence Dorset habitats (essential).
- Substantial knowledge of safe working practices, health and safety legislation and implementation (essential).
- Substantial knowledge of land management using hand tools (essential).
- Substantial knowledge of countryside and access legislation and best practice (essential).
- Natural history and/or ecology (essential).
- The practical operation of agri-environment schemes (essential).
- Some knowledge of animal husbandry (desirable).
- Some knowledge of habitat and species ecology as relevant to ED reserves (desirable)

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### Area C Skills/Qualifications

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The post holder will require the following skills/qualifications:

- Qualifications in use of chainsaw (NPTC), brushcutter, and first aid (essential) and tractor (desirable).
- Good written and spoken communication skills (essential).
- Ability to create a safe and enjoyable working environment for volunteers (essential).

- Ability to keep to timescales, meet deadlines and organise work efficiently (essential).
- Ability to motivate others and to negotiate positive outcomes (desirable).
- Hold a full driving licence (essential), including use of mini-bus and trailers (desirable).
- Ability to identify a good range of species and have surveying class licences (desirable).
- Ability to work in a team and under own initiative (essential)
- Computer literacy (word processing, Geographical Information Systems) (desirable).

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**Area D      PERSONAL QUALITIES**

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- Resilience.
- A passion for conservation of wildlife.
- Enthusiasm, self motivation and self discipline.
- Flexibility.
- Tact, diplomacy and integrity.
- Sense of humour.
- Presentable appearance.
- Good time-keeping.
- Ability to talk to and engage with people from differing backgrounds.
- Initiative and creativity.

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

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