

## **JOB DESCRIPTION**

<b>JOB TITLE</b>	Assistant Warden
<b>TEAM</b>	<b>Reserves, Nature Recovery</b>
<b>GRADE</b>	B
<b>RESPONSIBLE TO</b>	<b>East Warden</b>
<b>RESPONSIBLE FOR</b>	Volunteers, students, trainees

### **OVERALL ROLE**

Supporting the East Dorset Warden to achieve actions and targets within the Nature Recovery work programme through implementation of site management plans. Carry out practical conservation and estate management tasks on nature reserves and SANGS (Suitable Alternative Natural Green Space) focussing on South and East Dorset. This post will be based at the Urban Wildlife Centre, Beacon Hill, Corfe Mullen, but with frequent travel across Dorset.

#### **I. Key responsibilities**

- Carry out practical tasks on the South and East nature reserves and SANGS to a good professional standard without constant supervision.
- Help to ensure safe working practices are strictly adhered to at all times and nature reserves and SANGS are maintained in an appropriate condition for visitors and users of public rights of way. Comply with legal requirements associated with management on reserves and SANGS.
- Work with and supervise employment trainees, similar appointments and volunteers.
- Lead volunteer tasks unsupervised, demonstrating safe and effective working techniques to assistants and volunteers.
- With other members of the Reserves team carry out annual wildlife surveys.
- Maintain accurate up-to-date documentation (paper and electronic) on work programmes, work/maintenance sheets and grazing records.
- Inform the Wardens and Reserve Managers of any matters that require attention on DWT reserves.
- Where qualified, service and maintain vehicles and power tools, keeping records and log sheets, and assist maintaining the workshop in a safe and tidy condition.
- Assist with stock management, including assisting outside normal work hours when needed.
- Assist with practical management operations on sites outside of DWT nature reserves and on nature reserves elsewhere in the county when required.
- Assist with the aftermath of ant-social behaviour, including from heath fires, vandalism and fly-tipping.
- Welcome visitors to DWT nature reserves, lead guided walks and give public talks.

## 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 public engagement and 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 frequent 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:

*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.
- Supervising volunteers and working with the general public.
- Safe working practices and first aid.
- Livestock management.

*Desirable:*

- Tractor work, including awkward trailed loads and difficult terrain.

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#### Area B Knowledge

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

*Essential:*

- Good knowledge of practical habitat management.
- Knowledge of safe working practices.
- Some knowledge of animal husbandry.
- Some knowledge of habitat and species ecology as relevant to DWT nature reserves.
- Knowledge of land management techniques.

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**Area C Skills/Qualifications**

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The post holder will require the following skills/qualifications:

*Essential:*

- Qualifications in use of chainsaw, brushcutter and other work equipment
- First aid at work.
- 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.
- Hold a full driving licence.
- Ability to work in a team and under own initiative.
- Computer literacy.

*Desirable:*

- Other industry recognised qualifications; tractor, herbicides, trailer, medium trees etc.
- Qualifications in tree safety surveying.
- Use of Geographical Information Systems (G.I.S)

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**Area D PERSONAL QUALITIES**

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- Enthusiasm, self motivation and self discipline.
- Flexibility.
- Tact, diplomacy and integrity.
- Sense of humour.
- Presentable appearance when required.
- Good time-keeping.
- Good resilience under pressure.
- Initiative and creativity.

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

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