

JOB DESCRIPTION

JOB TITLE	Assistant Rivers Conservation Officer
TEAM	Nature-based Solutions
GRADE	C
RESPONSIBLE TO	Rivers Conservation Officer
RESPONSIBLE FOR	Volunteers, students, trainees

OVERALL ROLE

To protect and enhance the biodiversity of Dorset through helping to achieve the work of DWT's River Catchment programme. This will primarily involve managing DWT's Water Guardians Project, alongside assisting with DWT's Beaver Project and wider landscape beaver liaison and conservation work.

This post will be based at DWT's HQ Brooklands Farm, but with frequent travel across Dorset.

I. Key responsibilities

- Oversee and take direct responsibility for engaging a wide number of people in DWT's project work through coordinating the Dorset Water Guardians Project, managing a team of volunteers set up to monitor river health across the county.
- Assist and support trainees and volunteers in the above project. When necessary, recruiting additional suitable volunteers to assist with the work, writing role descriptions, providing health and safety information and training, organising schedules and rotas.
- Be responsible for completing project work to a high standard within allotted deadlines and budgets, writing required reports and ensuring good practice is communicated.
- Assist with the monitoring and management of DWT's enclosed Beaver Project site, carrying out various surveying and practical maintenance tasks to a high standard without constant supervision.
- Ensure safe working practices are strictly adhered to at all times and helping to maintain DWT's Beaver Project site in an appropriate condition for visitors.
- Be part of the DWT team raising awareness and understanding of the return of beavers to Dorset, using DWT's own enclosed beaver project site as a focus, leading guided walks and volunteer tasks unsupervised, demonstrating safe and effective working techniques to assistants and volunteers.
- Influence land management through providing advice and assistance to landowners, farmers and community groups on river and wetland habitat, particularly with regards to beavers. Signposting landowners with additional advice from partners and potential appropriate funding.
- Assist with other DWT river and wetlands projects including practical river restoration work and Riverfly monitoring.
- Work with other relevant DWT staff as well as external partners (EA, Wessex Water, DWR Dorset AONB, FWAG SW and Dorset Catchment Partnerships) on river and

wetland matters. As needed attend relevant partnership meetings to promote river and wetland conservation and the work of DWT,

- Maintain accurate up-to-date documentation records (paper and electronic) of all DWT project work.
- Where qualified, service and maintain vehicles, power tools, and equipment, keeping records and log sheets.

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.

Frequent evening, early morning and occasional weekend working will be required with time off in lieu. There will be a need to travel 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

Area A	Experience
--------	------------

The post holder will be expected to have relevant experience in the following areas:

Essential:

- Conservation of terrestrial and freshwater biodiversity in the UK.
- Habitat and species surveying and monitoring including some riparian and freshwater habitats and species.
- Project management involving managing, training and coordinating volunteers.
- Working with stakeholders and partners.
- Providing conservation advice to landowners / managers.
- Community and public engagement, including guided walks and talks and volunteer supervision.
- Safe working practices.

Desirable:

- Practical conservation management work.

Area B Knowledge

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

Essential:

- River and wetland species and habitats in Dorset and the issues that affect them.
- Project management requirements.
- A good level of knowledge and a comprehensive understanding of how river ecosystems function and the application of a catchment-based and ecosystems approach / nature-based solutions.
- Understanding UK wildlife law and the policy, legislation and regulations pertaining to the natural environment, freshwater ecosystems and the delivery of restoration works.
- Knowledge of safe working practices.
- Habitat management and restoration techniques, particularly for rivers and wetlands.

Desirable:

- Understanding the principles of Natural Flood Management.
- Natural history and ecology broadly across the range of Dorset habitats.
- Understanding of fisheries ecology and management.
- Understanding of catchment processes / land use management / resource protection / agri environment schemes.

Area C Skills/Qualifications

The post holder will require the following skills/qualifications:

Essential:

- 3 years' relevant experience through work and/or higher education.
- Ability to learn new material and skills quickly and apply them to good effect.
- Excellent written communication skills to produce responses to a high standard of clarity and accuracy which maintain DWT's professional reputation as expert stakeholders.
- Excellent verbal communication skills, to bring clarity to potentially complex matters when speaking to volunteers, landowners, and the general public.
- Understanding of maps and technical environmental data and drawings
- Computer literacy (GIS, word processing, databases, spreadsheets, zoom, teams).
- Ability to use various hand tools.
- Hold a full driving licence.

Desirable:

- Practical habitat management.

Area D PERSONAL QUALITIES

- Enthusiasm, self motivation and self discipline.
- Flexibility.
- Tact, diplomacy and integrity.
- Sense of humour.
- Ability to work as a team and under own initiative with minimal supervision.
- Ability to recognise and analyse problems and identify solutions.
- Ability to efficiently plan and prioritise work, keep to timescales and meet deadlines.
- Ability to motivate others.
- Presentable appearance when required.
- Good time-keeping.
- Good resilience under pressure.
- Initiative and creativity.

Director signature: Date.....

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