

SCOTTISH WILDLIFE TRUST

Job Title	Reserves Manager (West Central Scotland)
Based	The Trusts Area Office in Cumbernauld , North Lanarkshire
Department	Conservation
Line Manager	Head of Reserves

Overall Purpose of the Job

To ensure that Scottish Wildlife Trust's reserves in Stirlingshire, Argyll and around Glasgow are managed and maintained to a high standard for their specified purposes.

Main Duties:

- Prepare and update reserve management plans, annual reserve work programmes, reserve-based risk assessments, and reserve budgets to agreed Trust standards.
- Oversee the planning, contracting, implementation and quality control of management works on reserves via volunteers, Trust staff and contractors; in accordance with organisation policies and procedures.
- Design and deliver externally funded projects to protect and enhance the reserves.
- Record actions on reserves, using internal recording systems.
- Promote the Trust in matters relating to reserve objectives and related landscape scale initiatives. Including liaison with the Forestry Commission, Scottish Natural Heritage and local authorities.
- Act as the key local contact point for Trust members on area wildlife reserve matters including attendance at reserve management meetings and reserve related member centre meetings and events.
- Line manage staff as required; ensuring they meet agreed targets within their work programme and support volunteers working on wildlife reserves.
- Take the lead in defending the Trust's reserves from development threats.
- Promote reserves through media work, policy development and campaigns.
- Assist and support the Director of Conservation and Head of Reserves on land management issues including acquisitions, disposals and negotiation of management agreements and leases.
- Provide advice and support to other reserve staff, particularly relating to woodland and or wetland management.
- Respond to requests for information and assistance from the public, members and other organisations as appropriate.
- At such times as may be required, undertake related tasks as requested.
- Comply with all relevant Trust policies and procedures

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Key Internal & External Contacts

- Director of Conservation, Head of Reserves
- SWT Reserve Conveners and volunteers
- Partners including governmental agencies and local authorities
- Owners of reserves, tenants, local communities
- Consultants, contractors and utility companies
- Funders
- Regional (and when appropriate National) media

Personal Specification

Qualifications, Training, Knowledge and Experience
<p>Essential Qualifications</p> <ul style="list-style-type: none">• Degree in Environmental Conservation or similar• Full UK driving licence <p>Desirable</p> <ul style="list-style-type: none">• Member of the Institute of Chartered Foresters <p>Experience</p> <ul style="list-style-type: none">• Minimum 3 years' experience of management planning and delivery of practical conservation work across a range of woodland and wetland habitats• Minimum 3 years' experience of working with contractors undertaking wildlife conservation management and/or forestry operations• Line managing staff and working with volunteers• Health & Safety legislation and procedures relating to outdoor working• Financial management including tendering and budget reconciliation• Land management agreements, wayleaves and servitudes within the legal system
<p>Special Competencies:</p> <ul style="list-style-type: none">• IT Skills – including word processor and spreadsheets• Natural history knowledge• Team working• Independent working, including in remote locations• Integrity

Closing Date: Tuesday 30th April

Interviews will take place at Scottish Wildlife Trust's Leith office on 7th May 2019.

Date	14th March 2019
Author	Alan Anderson
Position	Head of Reserves