

Job Description



**Scottish
Wildlife
Trust**

| | |
|---------------------|-----------------------------------|
| Title | Reserves Project Officer |
| Status | Full time, Fixed Term (14 months) |
| Based | Cumbernauld |
| Dept/Region | Conservation |
| Line Manager | Reserves Manager – West Central |

Our Mission

For over 50 years, the Scottish Wildlife Trust has worked with its members, partners and supporters in pursuit of its vision of healthy, resilient ecosystems across Scotland's land and seas. The Trust successfully champions the cause of wildlife through policy and campaigning work, demonstrates best practice through practical conservation and innovative partnerships, and inspires people to take positive action through its education and engagement activities. It also manages a network of around 120 wildlife reserves across Scotland and is a member of the UK-wide Wildlife Trusts movement.

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Our Values

- We are pioneers
- We are always learning
- We act with integrity
- We are evidence-based
- We are impact focused
- We are collaborative

Overall Purpose of the Role

To work with the Reserve Manager to provide high quality conservation management on 8 wildlife reserves. The West Central region covers South Lanarkshire, North Lanarkshire, Glasgow, Stirlingshire, Argyll and Kintyre. The eight reserves within the region contain a range of habitats including Atlantic hazel wood/Celtic rainforest, upland native woodland, wet woodland, raised bog, marsh, swamp and freshwater loch.

Main Objectives

- Work with the Reserve Manager to manage a diverse portfolio of 8 wildlife reserves.
- Plan, implement and oversee practical reserve conservation and maintenance work in accordance with management plans/statements. Manage &/or develop volunteer teams to assist with this work as appropriate.
- Contribute to the development of management plans/statements for these reserves and report on activity on them.
- Assist with the preparation of contract documentation for reserve maintenance work and supervise contractors.
- Carry out a programme of wildlife and habitat monitoring across selected reserves.
- Assist with the development of new conservation projects on selected reserves.
- Assist with compliance with health and safety of all operations, including safe working practices, premises safety, and reserve safety.
- Promote nature conservation and the work of Scottish Wildlife Trust through talks, walks and events as well as day-to-day engagement with members of the public.
- Deputise for the Reserve Manager as required.

Key Internal & External Contacts

- Reserve Manager West Central
- Other Reserve Managers
- Key stakeholders, including but not restricted to Forestry Consultants, Footpath consultants and contractors.
- Volunteers and convenors for reserves
- Various departments within the Trust, including Fundraising, Public Affairs, Finance and Administration.

Qualifications, Experience (essential/desirable)

The successful candidate will ideally:

- Have an HNC or proven experience in relevant environmental, educational and practical land management (e.g. Forestry or Ecology).
- Have proven experience in land management, and related project and financial management
- Have practical reserve management/habitat creation experience
- Be comfortable in public speaking/ have competent presentation skills
- A good working knowledge in Field/ID skills
- Experience of volunteer management or supervisory experience
- Have a flexible approach to lone working, travel and working in remote and challenging environments for short durations outwith normal working hours
- Have the ability to plan and manage own workload, with motivation, creativity and intuition
- Working with key stakeholder e.g. contractors and consultants on land management projects as well as volunteers and the wider staff of the Trust

Desirable:

- Nationally recognised certification in quad bike /herbicide spraying /brushcutter/ chainsaw

| Key competencies | Essential | Desirable |
|-------------------------------|-----------|-----------|
| Technology and knowledge (IT) | • | |
| Organisation and planning | • | |
| Communication | • | |

| | | |
|---|---|--|
| (writing/spoken) | | |
| Problem Solving | • | |
| Judgement | • | |
| Management | • | |
| Teamwork | • | |
| Commitment to organisational culture, values and vision | • | |

| Additional Requirements | Essential | Desirable | Not applicable |
|--|-----------|-----------|----------------|
| Right to work in the UK | x | | |
| Full Driving Licence | x | | |
| Protection of Vulnerable Groups membership | | | x |
| First Aid Certificate | | x | |
| Credit Check | | | x |

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| Author | | Date | |
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... Team Structure

