

# Job Description



**Scottish  
Wildlife  
Trust**

<b>Title</b>	Reserves Manager
<b>Based</b>	Various
<b>Dept/Region</b>	Conservation - Reserves
<b>Line Manager</b>	Head of Reserves

## 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 116 wildlife reserves across Scotland and is a member of the UK-wide Wildlife Trusts movement.

## 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 participate in, and lead on, the conservation management and development of the reserves. Work with neighbours and partners to protect and enhance the biodiversity on reserves. Successful line management and collaborative working with the Rangers, Reserves Project Officers, specialist reserve staff, volunteers and partners as appropriate.

## Key Success Areas

Demonstrating exemplary habitat management; ensuring neighbours are aware of the importance of the reserves locally and as part of the wider biodiversity crisis; enabling reserves staff and volunteers to undertake their work for the Trust to the best of their abilities.

### Main Objectives

1. Oversee the planning, contracting/ordering, implementation and quality control of management works on reserves via staff, volunteers and contractors in accordance with the Trust's policies and procedures.
2. Lead in defending Trust reserves from development threats, working with, internal teams, external members, agencies and neighbours where appropriate.
3. Line manage Rangers, Reserve Project Officers and specialist reserve staff (where appropriate) to deliver on key objectives and lead on the recruitment of these positions as required.
4. Lead on delivery of complex practical tasks such as specialist reserves/habitat management techniques and/or use of specialist tools and equipment.
5. Prepare and update reserve management plans, annual reserve work programmes, reserve-based risk assessments, and reserve budgets to agreed Trust standards.
6. Design and deliver externally funded reserve projects including leading on the preparation of plans, bill of quantities, method statements, budgets and reports.
7. Manage and where appropriate, undertake a programme of ecological survey and monitoring tasks, lead on the analysis of results and produce reports in collaboration with other areas of the Trust.
8. Undertake a programme of safety monitoring on the reserves including the preparation and implementation of reserve and activity risk assessments, CoSHH and equipment records and a rolling programme of reserve and tree inspections. Be a member of Health and Safety Committee if required.
9. Assist and support on land management issues including acquisitions, disposals and negotiation of management agreements and leases.
10. Foster/support links between Trust (wildlife reserves) and other land managers/organisations/groups/companies, including representing the Trust on in landscape scale initiatives, LBAPs, community groups, local projects, LNR committees etc. where they relate to reserve activities as appropriate.
11. Represent the Trust on internal and external specialist ecological and engagement groups such as relating to individual habitats invasive species, deer management, visitor management and pests and diseases.
12. Act as the key local contact point for the Trust's members and volunteers on wildlife reserve matters to include attendance at reserve management committee meetings and reserve related member centre meetings and events.
13. Assist with recruitment, retention and training of volunteers working on wildlife reserves.
14. Respond to reserve requests for information and assistance from the public, members and other organisations as appropriate.
15. Manage the opportunities for outreach and engagement experiences on Trust reserves, with a particular focus on supporting the Trust's diversity strategy
16. Ensure the maintenance of premises, vehicles and equipment within your reserves area, to the required manufacture, landlords or organisational specification and assist in the acquisition of the aforementioned assets.
17. Adhere to all relevant Trust policies and procedures.

### Key Internal & External Contacts

- Director of Conservation, Head of Reserves, Project Excellence Team, wider Conservation Team, Health and Safety Manager and Visitor Centre Managers (where appropriate)
- Internal Trust teams; policy, fundraising, finance, communications, HR and administration

- Trust Local Member Centres, Reserve Management Groups, Reserve Conveners, reserve volunteers
- Partner agencies such as Nature Scot, SEPA, Scottish Forestry, and local authorities
- Other environmental organisations, John Muir Trust, National Trust for Scotland, RSPB, Woodland Trust
- Owners of reserves, tenants, local communities, utility companies etc
- Funding partners and corporate supporters
- Regional (and when appropriate national) media

**Qualifications, Experience (essential/desirable)**

Essential Qualifications (or matched experience):

- HND in environmental conservation or similar

Desirable Qualifications (or matched experience):

- Degree/post-graduate qualification in environmental conservation, countryside management or similar

Essential Experience:

- Minimum three years in similar role – to include experience of management planning and co-ordinating practical conservation work
- Health & Safety legislation/procedures relating to outdoor working

Key competencies	Essential	Desirable
Health and Safety	<ul style="list-style-type: none"> <li>• Experience of the preparation and implementation of risk assessments</li> </ul>	<ul style="list-style-type: none"> <li>• Tree Safety Certificate</li> <li>• Implementation of Reserve Inspections</li> </ul>
Technology and knowledge (IT)	<ul style="list-style-type: none"> <li>• Previous experience in using Microsoft office based products (Word, Excel, Microsoft teams)</li> <li>• Previous experience of using a finance package for budget management</li> </ul>	<ul style="list-style-type: none"> <li>• Intermediate knowledge of Microsoft office based products (particularly Word, Excel and SharePoint)</li> </ul>
Organisation and planning	<ul style="list-style-type: none"> <li>• Highly efficient administration and organisation skills, including ability to prioritise workloads and meet tight deadlines</li> </ul>	
Communication (writing/spoken)	<ul style="list-style-type: none"> <li>• Excellent interpersonal, written and oral communication skills</li> </ul>	
Problem Solving	<ul style="list-style-type: none"> <li>• Excellent problem solving skills</li> </ul>	
Judgement	<ul style="list-style-type: none"> <li>• Ability to make sound decisions, identifying and escalating matters of significance</li> </ul>	
Management	<ul style="list-style-type: none"> <li>• Line management experience</li> <li>• Experience of delivering externally funded projects and contract management</li> </ul>	<ul style="list-style-type: none"> <li>• Ecological surveying; National Vegetation Classification, invertebrate monitoring and/or bird surveys.</li> <li>• Certificates to use brushcutter, chainsaw and herbicide application</li> <li>• Knowledge of deer management practises</li> </ul>

Teamwork	<ul style="list-style-type: none"> <li>• Ability to relate to and liaise effectively at all levels of an organisation</li> <li>• Ability to develop and motivate a team</li> <li>• Experience working with volunteers</li> </ul>	
Commitment to organisational culture, values and vision	<ul style="list-style-type: none"> <li>• Must be committed to underpinning the Trust's culture, value and vision through commitment to delivering requirements of the role</li> </ul>	<ul style="list-style-type: none"> <li>• A passion for Scotland's natural environment and wildlife</li> </ul>

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
Ability to undertake some weekend/evening work may be required with occasional overnight stays	x		

<b>Author</b>	Head of Reserves	<b>Date</b>	07/04/2022
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## Team Structure

