

DURHAM WILDLIFE TRUST

JOB DESCRIPTION

Post Title: Naturally Native Project Officer (Durham)

Location: Rainton Meadows

Responsible to: Naturally Native Project Manager

Responsible for: Volunteers, and Contractors

Part/Full: Full Time

Fixed Term (3 years)

Salary: £25,000 pro rata FT

Purpose of Role: The Naturally Native Project Officer (Durham) will be responsible for implementing the Naturally Native water vole conservation strategy through control of invasive American mink and habitat restoration.

Working primarily across Co. Durham, Gateshead, South Tyneside, Sunderland and Darlington, the Durham Officer will work closely with the Project Manager and the Project Officers for Northumberland and Tees Valley.

Project Officers will also support the delivery of the Naturally Native Education & Engagement program.

Key Tasks:

Project Management and Practical Delivery

- The Naturally Native Project Officer will be responsible for implementing the Naturally Native water vole conservation strategy through control of invasive American mink and habitat restoration. Project Officers will also support the delivery of the Naturally Native Education & Engagement program.
- Build relationships with local land-managers/owners, gamekeepers and other stakeholders across the river catchment to ensure their ongoing support and investment in the project
- Ensure landowners and other stakeholders deliver mink control in line with best practice and Naturally Native's methodology
- Provide advice to landowners on best practice for developing suitable habitat for water voles
- Deliver training events and activities aimed at 14 – 25 year olds
- Ensure engagement opportunities are available to a wide range of audiences in line with the Naturally Native Education & Engagement Strategy

- Ensure that the Trust's conservation activities are delivered safely with due regard for all relevant legislation.

Survey and monitoring

- Coordinate water vole surveys across the project area

Administration

- Attend Naturally Native Delivery Meetings to ensure lessons learnt and best practice is shared with Naturally Native Project Staff
- Record, evaluate and report on project delivery to the Naturally Native Project Manager
- Ensure that all health, safety and environmental requirements are met and protocols followed
- Ensure budgets, project monitoring and reporting is up to date throughout the project duration
- To draw up and tender out contracts and materials and supervise contractors
- To work to the Trust's Risk Assessment and Health and Safety systems.
- To contribute to the administration of the North East Wildlife Trusts
- To attend meetings and conferences.

Promotion/communication

- Ensure effective communication of the Naturally Native project is delivered in line with the Naturally Native Communication Strategy
- Deliver public talks, guided walks and engagement events to promote project key messages and increase public support for the project
- To publicise the Naturally Native project and Wildlife Trusts via social media, websites and the wider media, whether directly or by working with colleagues.
- To assist with production of print materials, including writing articles.
- To ensure a high standard of promotion & communication

Staff/volunteer management

- Recruit, coordinate and maintain a network of volunteers to support delivery of American mink monitoring and water vole surveys
- Initiate long-term investment of volunteers through patch adoption schemes, lead volunteer roles and volunteer training

General

- Contribute to the management of the Wildlife Trusts by providing information and expertise to senior management, including preparation and monitoring of budgets.
- To work closely with colleagues to ensure that the Trust's conservation work is delivered effectively and efficiently and promotes the organisation in its best light.
- Ensure that the Trust's conservation activities are delivered safely with due regard for all relevant legislation.
- Pursue personal professional development, including attending training courses as/when required.
- Liaise with all Trust staff, honorary officers and volunteers on relevant issues.
- Attend meetings and events as requested.

- Carry out all other reasonable tasks as required by the Naturally Native Project Manager.

GENERAL TERMS AND CONDITIONS

Salary: £25,000 per annum FT

Pension: Employees will be automatically enrolled into the Durham Wildlife Trust pension scheme with the below contribution rates. Employees can decide to disenroll from the pension scheme if they choose.

From 1st October 2018 onwards until further notice – minimum employee contribution 3% of salary and employer contribution 5% of salary.

Hours of Work: Normal working hours are 9am to 5pm, 5 days each week (with 30 a minute meal break), equating to a 37 ½ hour working week.

Holidays: The number of days paid holiday per year is 31 days for a 37½ hour week inclusive of Bank and Statutory Holidays. Part-time employees are entitled to pro-rata holidays and public holidays.

If you start your employment during the leave year, the holiday entitlement will be calculated on a pro-rata basis depending on the number of completed months of service and hours worked.

After two years of continuous employment, you will be entitled to one extra paid day of leave per year worked up to a maximum of five extra days per year.

Place of work: Usual place of work will be Rainton Meadows Nature Reserve, DH4 6PU. You may be required to work from other premises at the discretion of Trust management. Currently some home working may be required.

PERSON SPECIFICATION

Essential

- A formal qualification (degree or equivalent or demonstrable suitable experience in similar roles) in a biological/environmental/countryside management discipline and 2 years relevant experience.

- Experience working with landowners
- Experience working in the outdoors in difficult conditions and variable terrains
- Experience recruiting, training and managing volunteers
- Engaging with members of the public, giving presentations and running engagement events
- Experience engaging with young people and delivering inclusive environmental activities
- Experience of delivering practical habitat restoration
- Strong communication skills and an ability to communicate with a wide range of partners, stakeholders and local communities
- Full, clean drivers licence and access to own vehicle
- Good verbal and written communications skills
- Competent in using Microsoft Office (Word, Excel and Outlook)
- Good knowledge of local natural history and an ability to identify signs of water vole, otter and American mink
- Good understanding of the issue of invasive, non-native species and the threat they pose to native wildlife
- An ability to work on own initiative as well as to follow instruction
- Good problem solving skills and an ability to work flexibly to overcome challenges
- An ability to work sensitively around potentially emotive scenarios
- Must be able to work flexibly including some weekends and evenings
- Must be physically fit and able to work outdoors in all weathers

Desirable

- Delivering invasive species control programs
- Carrying out water vole, otter and mink surveys
- Delivering landscape scale conservation projects
- Experience using various online platforms to engage with a wide audience
- Competent using QGIS or similar GIS program