



Durham
Wildlife Trust
From Tees to Tyne

JOB PACK

Reserves Officer

Salary: £30,633.00

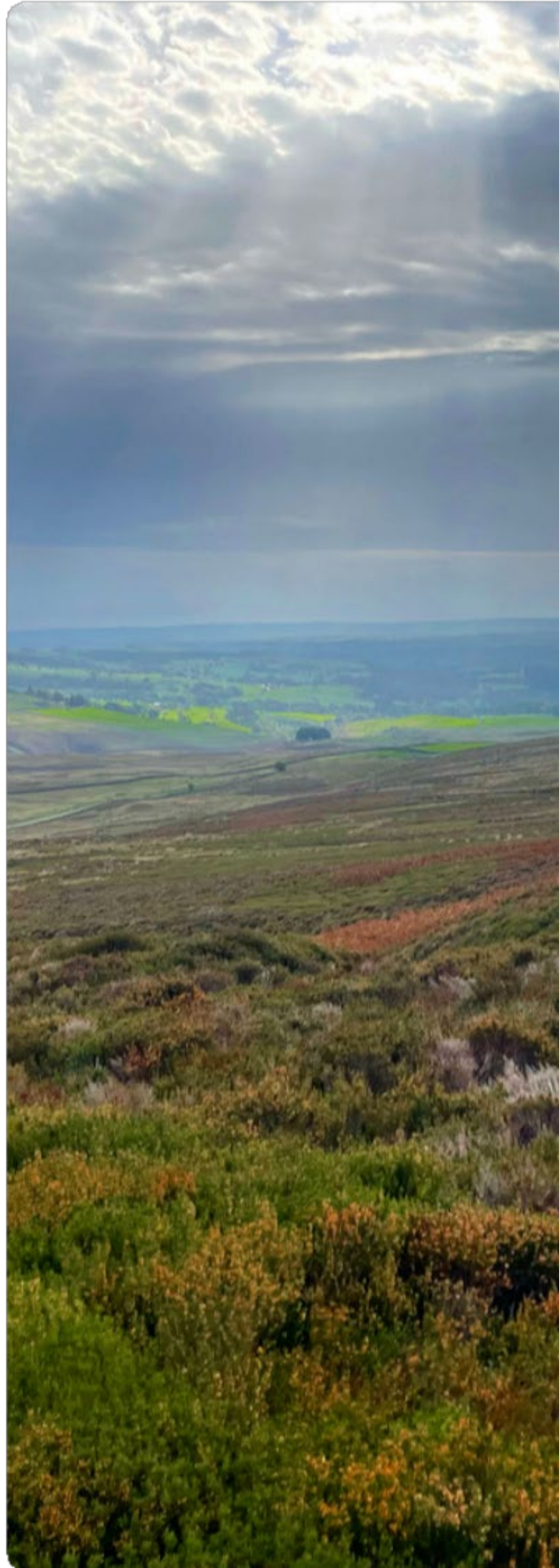
Location: Rainton Meadows

Term: Full time for 24 months, with potential
for extension subject to funding

Closing date: 30/7/26

For more details contact:

Awadds@durhamwt.co.uk





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About Durham Wildlife Trust

Our Vision

Nature restored from Tees to Tyne

Our Mission

To deliver nature's recovery from the Tees to the Tyne with the backing of our supporters, partners and wider society; providing opportunities for participation, education and enhanced health and wellbeing.

Our Goals

- Nature in Recovery (30 % of land and sea by 2030)
- Robust local metrics and data gathering to monitor progress.
- Exemplary land management of our own estate.

Meaningful Action (1 in 4 people involved)

- Adopting the 'Team Wilder' approach and a sub-region operational model based on local communities.
- Embracing supporters of all kinds and diversifying our audiences.
- Providing improved visitor destinations.
- Growing our public profile, operational partnerships and influence to bring about real change.

Nature-based Solutions (nature central to solving local and global problems)

- Durham Wildlife Trust is the local leader in Biodiversity Net Gain and other natural capital solutions.
- There will be an evidenced-based well-being focus across our activities.
- We will have a strategic approach to projects with nature-based benefits to highlight natural flood management, carbon sequestration and other benefits.

The Organisation

The Wildlife Trusts are a grassroots movement of people from a wide range of backgrounds and all walks of life, who believe that we need nature and nature needs us. We have more than 900,000 members, over 39,000 volunteers, 3,600 staff and 600 trustees.

Durham is one of 46 Wildlife Trusts, part of a national federation. Each Wildlife Trust is a place-based independent charity with its own legal identity. Trusts encompass groups of people working together to make a positive difference to wildlife and for future generations, starting where they live and work.

Durham Wildlife Trust operates across communities in County Durham, Darlington, Gateshead, South Tyneside and Sunderland. The organisation is led by a Board of Trustees, drawn from its membership, with a broad range of skills and knowledge to ensure effective governance. Hundreds of regular volunteers provide vital support across all activities and strong partnerships assist the delivery of our work.

For more than 50 years Durham Wildlife Trust has protected and restored nature, making a real difference for people and wildlife. Today we own or manage over 50 sites across 1300 hectares, protecting rare and threatened habitats and species, and delivering nature's recovery at a landscape scale. We deliver projects that provide solutions to the ecological and climate emergencies and offer opportunities for participation and learning to thousands of people every year.

Working for Durham Wildlife Trust

Durham Wildlife Trust is the leading organisation in environmental land management, nature conservation and rewilding in our region because of its dedicated staff.

Successful candidates will join our passionate and talented team of educators, influencers, fundraisers and skilled practical conservation officers and managers. To address the significant challenges faced by nature we need to recruit and retain committed and talented people and support them to develop further.

Central to the Durham Wildlife Trust staff journey is the ethos of personal and professional development. We offer a fun and stimulating working environment, with a competitive salary, holidays and benefits package -

- Staff welfare package, including access to online GP appointments for you and your family.
- Access to unrivalled training and development opportunities available across the Wildlife Trusts national federation, as well as training provision by Durham Wildlife Trust.
- Flexible and hybrid working arrangements.

Durham Wildlife Trust is an inspiring and energetic place to develop your career, and we welcome applications from anyone who wants a role that makes a difference. We are creating a work environment that's inclusive as well as diverse – where all our people can be themselves.



About this role

Reserves Officer

The role of Reserve Officer is central to Durham Wildlife Trust delivering its commitment to nature's recovery and showcasing the highest standards of site-based management.

Working as part of a team, the Reserves Officer is responsible for practical habitat and site infrastructure delivery across the fantastic wildlife sites that make up the Durham Wildlife Trust estate. In addition to delivering practical management work, the Reserves Officer plays an essential role in making everyone feel valued and welcome, engaging with the public, volunteers and stakeholders on a daily basis, and leading groups to deliver practical works to the highest standard across the Trust's suite of locally and nationally important sites. The post holder will work closely with the Reserves Manager and other team members, developing work programmes, supporting survey and monitoring, and inputting into policy, plans and project development.

The post holder will have a high level of knowledge of practical estate management activities and will have a track record of delivering work to a high standard. They should have knowledge of ecology relevant to the Durham Wildlife Trust area and experience of leading volunteers on practical tasks. It will be a highly rewarding role that will allow the successful candidate to play an active part in nature's recovery from the Tees to the Tyne.

Durham Wildlife Trust currently manages more than 1300ha of land across 54 nature reserves. These include 1 National Nature Reserve, 1 Ramsar Site, 1 SPA, 2 SAC's, 16 SSSI's, 34 LWS and 4 LNRs - an ecologically diverse region, as reflected in the wealth of designated sites. The Trust also manages a significant proportion of the country's magnesian limestone grasslands.

As well as showcasing some of the best examples of nature and wildlife our region has to offer, our reserves also play a significant role in contributing to and informing nature's restoration locally. Recently acquired sites include the 120ha Cuthbert's Moor SSSI (part of the Teesdale Allotments SSSI). A former grouse moor, this site is now undergoing significant restoration by the Trust. Similarly in lowland Durham, the Trust's vision of the Great North Fen has seen the acquisition of c. 300ha of farmland in recent years. Once the site of extensive wetland habitats before drainage for agriculture, this land is now undergoing significant restoration to restore lost wetlands. The work on Trust sites is informing neighbouring landowners' approaches to land management and making use of biodiversity net gain and green finance opportunities to fund the restoration work.

Accessed by a range of user groups including local residents, naturalists and interest groups, our nature reserves are much loved in their local communities and play a vital role in connecting people to the natural world and contribute significantly towards improved health and wellbeing locally.

As a nature conservation practitioner contributing towards the management of these sites, and



About this role

as part of the wider Durham Wildlife Trust team, you are well-placed to make a genuinely meaningful contribution to nature's recovery, grow your understanding of species, habitat and site management, and develop a strong career as result. We pride ourselves on the difference Durham Wildlife Trust nature reserves are making to the health of our natural world and the lives of the people of our region.

Durham Wildlife Trust takes its Safeguarding responsibilities extremely seriously. Information on our commitment to safeguarding and safeguarding policies is available on the Trust's website. The successful applicant for this role may be subject to a DBS check. Any offer of employment will be subject to the required level of DBS clearance.



The process

Questions about the role

If you have any questions about the role, or want to discuss potential hours and working patterns before submitting an application, please contact:

- Andrew Wadds, Reserves Manager - by email in the first instance – awadds@durhamwt.co.uk. Please mention Reserves Officer in the email subject heading.

How to apply

Please complete the application form available on the Trust's website and provide a personal statement (maximum two sides of A4) setting out your suitability for the role.

Submit the form and statement as two documents by email to – jobs@durhamwt.co.uk . .
Please put 'Reserves Officer' in the subject line.

Closing date for applications

30/7/26

Interviews

Interviews are scheduled to take place at Rainton Meadows Nature Reserve, DH4 6PU on Monday 10th August. Should you have any concerns regarding availability for interview, please contact Awadds@durhamwt.co.uk .

Please note, CVs and/or covering letters will not be accepted.



Job description

Identification of post

POST TITLE:	Reserves Officer
RESPONSIBLE TO:	Reserves Manager
RESPONSIBLE FOR:	Volunteers, trainees

Purpose of Post

To manage and improve the Trust's reserves, working with the wider team, partners and volunteers to provide biodiverse, safe and welcoming spaces where nature thrives, and people feel inspired by and connected with their natural environment. Delivering key management objectives on the ground through practical action, the Reserves Officer will also be an excellent advocate for the Trust's work for nature's recovery.

Main responsibilities

Practical Nature Reserve Management

- Deliver practical habitat and site infrastructure work on the Durham Wildlife Trust estate, to protect and enhance sites, and contribute to nature's recovery.
- Work closely with the Reserves Manager to ensure the regular monitoring of site conditions, inputting into the programme of management, repairs and maintenance.
- Contribute to the monitoring of species and habitats.
- Support the production of Management Plans and contribute to their monitoring and delivery.
- Lead on, or support, the development of projects, policies and plans, in close association with colleagues and partners, and contribute to their financial monitoring and delivery.
- Commission and manage (as necessary) small scale contractual work to deliver repairs and maintenance across the estate.
- Respect and conserve the heritage assets and features of historical, cultural and community interest across the Trust reserves.
- Ensure full compliance with the relevant site agreements and health and safety requirements for works across the estate, both from volunteers and staff, and from contractors.
- In collaboration with colleagues, seek creative solutions for funding DWT activities, and support the production of funding applications, accreditation applications or bids, and monitor any budget allocated.

Public, Volunteers and Trainees

- Support, develop and lead a diverse range of activities, including regular practical volunteer tasks.-
- Be a great advocate for DWT, inspiring greater connection with nature, helping people to feel welcome and encouraging active participation within the reserves.
- Support the recruitment and induction of new volunteers, offering a safe and welcoming environment where people feel valued and empowered to take action.
- Manage and mentor trainees, and support their development of knowledge and skills.
- Ensure volunteers access practical task days in a safe and informed manner.



Job description

- Contribute to the promotion of the Trust's reserves and their habitats and species, for example through talks, events, magazine articles, social media content and public engagement.

Other Duties

- Ensure value for money, to agreed sustainability standards, in line with the Trust's charitable status.
- Constantly seek more sustainable ways of operating, maintaining high standards while supporting the Trust's commitment to reduce carbon emissions.
- Ensure that the Trust's conservation activities are delivered safely with due regard for all relevant legislation. Including:
 - compiling and completing risk assessments for role specific activities;
 - reporting on any safeguarding concerns;
 - completing any machinery/vehicle use logs.



General terms and conditions

Salary: For a full time (37.5 hours/week) role, the salary is £30,633.00 per annum

Term: Fixed term for 24 months (potential for extension subject to funding)

Pension: Employees will be automatically enrolled into the Durham Wildlife Trust pension scheme. Minimum employee contribution 3% of salary and employer contribution 6% of qualifying salary. Employees can decide to dis-opt out from the pension scheme if they choose.

Hours: Normal working hours are 8.30 - 4.30, with a 30 minute meal break. Occasional evening and weekend work will be required.

Holidays: The number of days paid holiday per year is 25 days for a 37½ hour week exclusive of Bank and Statutory 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.

Years of service in another role at Durham Wildlife Trust, or any other member organisation of the Royal Society of Wildlife Trusts, will count towards holiday entitlement.

Place of work: Will work out of DWT reserve offices at either Rainton Meadows, Houghton-le-Spring, DH4 6PU or Low Barns, Low Lane, Bishop Auckland, DL14 0AG.

Durham Wildlife Trust currently operates hybrid-working arrangements, with a mix of site, office-based working and working from home as set out in a rota.



Person specification

Criteria	Essential	Desirable
Education and Training	<p>Appropriate qualifications (Level 3 or above), or equivalent level of vocational experience.</p> <p>Certificates of competency in use of chainsaw, brush cutter and use of pesticides</p>	<p>Membership of a relevant professional body.</p> <p>Role specific vocational qualifications.</p> <p>D1 driving license entitlement permitting driving of a minibus.</p>
Experience	<p>Experience of leading and mentoring volunteers on conservation tasks, supporting them to perform to the best of their ability and ensuring a safe working environment.</p> <p>Experience of delivering practical management of land for nature conservation and access to the countryside.</p> <p>Experience of ensuring that practical conservation tasks are delivered efficiently and safely, meeting all legislative requirements, including health and safety and safeguarding.</p>	<p>Experience of using GIS for mapping of conservation activities</p> <p>Experience of delivering agri-environmental agreements.</p>
Knowledge	<p>Good knowledge of species and habitats relevant to the North East of England.</p> <p>Good knowledge of practical conservation management techniques and methods.</p> <p>Understanding of the nature conservation sector and the roles of the organisations that operate within it.</p> <p>Understand the requirements of a public facing organisations in terms of how it presents itself and maintains public support and trust.</p>	
Skills and Abilities	<p>An excellent practical aptitude and able to demonstrate well researched and thought out solutions to practical problems.</p> <p>Good written and excellent verbal communication skills.</p> <p>Ability to enthuse others about nature conservation.</p> <p>Ability to work to deadlines.</p> <p>Ability to multi-task with good attention to detail even under pressure.</p> <p>Good IT skills, particularly MS365.</p>	



Person specification

	<p>Ability to create a safe and supportive working environment for colleagues and volunteers, demonstrating empathy and encouraging excellence.</p> <p>Ability to work effectively with colleagues, demonstrating a mutually supportive not competitive attitude.</p> <p>Physically fit and able to deliver manual tasks outdoors across all terrains in all weathers.</p>	
Personal	<p>A driving licence and access to own vehicle for business use is essential as this post will require travel for business purposes.</p> <p>Some occasional evening and weekend work will be required.</p>	

Please Note - This role requires a Basic Level DBS check that will be repeated every three years. Any offer of employment made in relation to this role will be subject to a satisfactory DBS check and references.



Relevant Policies

Please read the policy information below before completing your application.

Employing ex-offenders

This written policy on the recruitment of ex-offenders is made available at the start of the recruitment process to all applicants for roles requiring a Disclosure and Barring Service check.

As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), Durham Wildlife Trust complies fully with the code of practice and undertakes to treat all applicants for positions fairly.

Durham Wildlife Trust undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.

Durham Wildlife Trust can only ask an individual to provide details of convictions and cautions that Durham Wildlife Trust are legally entitled to know about. A DBS certificate at either standard or enhanced level can legally be requested where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended and, where appropriate, Police Act Regulations as amended.

