



JOB DESCRIPTION: Reserves Support Officer – Out of the Ashes

Somerset Wildlife Trust is a local independent charity focused on improving the natural environment of Somerset for the benefit of wildlife and people. We champion Somerset's stunning, diverse, and important natural environment, making the case for nature to the public and politicians. We protect wildlife and lead the recovery of the environment by example, including on our nature reserves.

Somerset Wildlife Trust is one of 46 Wildlife Trusts across Britain which together with the *Royal Society of Wildlife Trusts* collectively form *The Wildlife Trusts*. We are the biggest charity movement in the UK working solely for nature and we believe that restoring nature on a landscape scale is essential for tackling climate change and biodiversity loss.

Our Vision

To deliver a Somerset wide nature recovery network creating more space for wildlife, benefiting everyone, and playing its part in helping us reverse biodiversity loss and tackle the climate crisis.

Our Mission

To champion the change needed to rebalance our relationship with wildlife and the natural world.

Our Goals for 2030:

1. To ensure that nature is improving across the county, supported by restored natural processes, and is connected and protected through a Nature Recovery Network, with at least 30% of land and sea managed positively for nature.
2. For nature to be valued and protected by everyone, building a movement with at least 1 in 4 people taking action for nature's recovery across Somerset.
3. By 2030 to tell the story of nature's recovery in Somerset through a shared, live online State of Nature tool that monitors progress and informs action.

Out of the Ashes

Somerset Wildlife Trust has been successful in securing Green Recovery Challenge Funding for its Out of the Ashes project, which will deliver practical management and ecological restoration to address the Ash dieback disease challenge across our worst affected reserves in Somerset.

Woodlands are a rich and distinctive part of Somerset's varied landscape. The Nature Reserves within our project contain extensive ancient woodland and form core areas in Somerset's ecological network. Sustaining this heritage is vital for securing biodiversity and preventing further habitat fragmentation.

The project will contribute to nature conservation and restoration, felling dead and dying trees to keep people safe, replanting and restocking areas, managing natural regeneration and enhancing habitats to build resilience into our future woodlands. We will raise awareness of the issues through new signage and interpretation boards, workshops with local landowners and stakeholders, and reassess sites to prioritise future work.

This new post will support the reserves team in its response to the threat of Ash dieback; with the planning and preparation needed to prepare for changes in the agri-environment schemes which currently support our land management activities; and in the delivery of the Trust's new 10-year strategy.

Job Title	Reserves Support Officer
Grade	Specialist Level 2
Reports To	Head of Nature Reserves and Land Management
Team	Reserves
Responsible for	
Job Purpose	<p>This newly created post will work closely with the Head of Nature Reserves and Land Management providing office-based support for the reserve team to:</p> <ul style="list-style-type: none"> • aid with the delivery of our ash dieback related work programme; • support the delivery of Countryside Stewardship (CS) and Higher-Level Stewardship (HLS) agreements; • report/monitor and undertake preparatory work for transition into the new Environmental Land Management Scheme (ELMS) as this develops; and • to provide support for other reserves projects as required
Position	<p>Full time fixed term until March 2023 initially.</p> <p>Based at our Cheddar office but with opportunities for flexible working location by arrangement.</p>
Working Relationships	Internal: All staff and volunteers
	External: Relevant agencies such as Natural England, Forestry Commission and the Rural Payments Agency, Mendip Hills AONB, the general public, community groups, Councils, partner organisations, private landowners, members and supporters, suppliers and contractors.

Job Description – Key Responsibilities and Tasks

Reserves team support

- Supporting the Head of Nature Reserves and Land Management (HoNR) with the delivery of our Ash dieback related work programme
- Supporting the HoNR with managing Countryside Stewardship and Environmental Stewardship agreements monitoring and reporting
- Responsible for the preparation and submission of annual Rural Payments Agency (RPA) reporting and claims for all agreements to strict deadlines
- Undertake land management related compliance monitoring and record keeping for agri-environment agreements, funded projects, and ash dieback work
- Work on the transition from current agri-environmental schemes to the new ELMS, including administration of existing agreement extensions, support with new CS applications, and involvement in ELMS tests & trials and pilots.
- Production of GIS maps and records relating to nature reserves including ash dieback work delivery
- Support HoNR to create a range of content for externally funded project reports and monitoring
- Lead on the monitoring and reporting for specific funded projects
- Support HoNR with planning, organising, and delivering project related workshops both in-person and online.

Other

- Support with the review of policies, risk assessments and forms as and when required.
- Attending internal and external meetings, preparing agendas and minutes.
- Other reserve team support tasks as required.
- Attendance may occasionally be required at evening or weekend meetings for which time off may be taken in lieu.

General

- The job holder is required to follow and comply with all policies and procedures of the Trust which includes the Trust's Health and Safety and safeguarding procedures, ensuring the personal safety of all staff, volunteers, participants.
- To uphold the working values and expectations of the Somerset Wildlife Trust.
- To carry out other duties relevant to your post as reasonably required by your line manager.

PERSON SPECIFICATION

To succeed in this role you will need to demonstrate:

	<i>Essentials</i>	<i>Desirables</i>
Qualifications	<p>Educated to degree level or equivalent qualification or extensive experience in the field of environment/conservation/land management</p> <p>Current full driving licence and able to use own vehicle for work when necessary</p>	<p>Working knowledge of GIS data management through mapping systems</p>
Experience/Knowledge	<p>At least 4-years work experience in a relevant conservation or land management role</p> <p>Good and proven knowledge of agri-environment schemes and landowner compliance requirements in land management responsibilities</p> <p>Experience of project management, including managing budgets and reporting to stakeholders and funders</p> <p>Proficient in the use of excel and GIS for management plans, record keeping and project management</p> <p>Demonstrable interest in wildlife, nature conservation and land-management</p> <p>An understanding of UK conservation policy and priority habitats and species</p>	<p>Experience of working with contractors and volunteers</p> <p>A knowledge of health and safety issues and familiarity with writing and adhering to risk assessments</p> <p>Knowledge and experience of organising and delivering workshops and activities</p> <p>Experience of working with the Rural Payments Agency</p> <p>Knowledge of tree disease, assessing for risk and how to manage it</p>
Skills	<p>Excellent organisational, administrative, communication (written and oral), report writing, and IT skills</p>	<p>Writing nature reserve management plans</p>

	<p>Proven ability to write reports for a range of audiences and deliver verbal reports to stakeholders in meetings</p> <p>High level of initiative and common sense in order to solve problems as they arise</p> <p>Excellent IT skills including GIS, all computer packages, and digital meetings</p> <p>Proven ability to successfully work with a range of stakeholders, build partnerships and seek consensus</p> <p>Good inter-personal skills, with a responsible, team-oriented approach to work</p>	<p>Writing successful submissions to statutory agencies including RPA</p>
<p>Attributes</p>	<p>Good time management and the ability to prioritise a varied workload</p> <p>An ability to work under remote management and to be self-motivated</p> <p>Innovative, resilient under pressure and self-motivated – a solution seeker</p> <p>Demonstrate the ability to communicate enthusiastically and positively, reflecting our goals as an inclusive organisation</p> <p>A polite and professional manner in all verbal and written communications.</p> <p>An understanding of the work of the Wildlife Trusts and our 10-year ambition for Somerset.</p> <p>Interest in wildlife and nature restoration, especially in a Somerset context.</p>	

To be issued with the Job Description



THE TRUST'S WORKING VALUES AND EXPECTATIONS

Working Values and Expectations

- Our aim is to ensure that our workplace is challenging, enjoyable and rewarding and that there is a real sense of team spirit. All staff should actively contribute to this.
- We value innovation, enthusiasm and commitment to our cause of protecting wildlife for future generations. Working for the Trust means making an impact and having a say in the work that we do.
- Each individual is encouraged to make an effective contribution and everyone's involvement is valued.
- Verbal communication is highly valued.
- To proactively and flexibly work as a member of the wider team, supporting others, responding to the Trust's needs."
- Uphold and actively promote compliance with the Trust's standards and policies including Equality and Diversity, standing orders and financial regulations"
- Each individual will keep fully abreast of developments in best practice, regulatory and statutory requirements relating to your area of responsibility
- In order to meet our challenging income targets, we work in a dynamic and adaptable way both within and across teams. Contributing to raising funds for our work, at a range of levels, is a vitally important part of everyone's role.
- Our working culture is framed around projects, requiring excellent project management and active project participation from everyone involved – often requiring staff to move seamlessly from operational to strategic within and across teams.
- The expansion of our volunteering programme must be championed by all staff. Staff are expected to positively engage with volunteers to ensure the Trust's success.