

Job description

Job title: Ebdon Farm Site Manager

Team: Nature's Recovery

Responsible to: Head of Nature's Recovery

Responsible for: No direct reports

Working base: Ebdon Farm, Ebdon Road, Weston-super-Mare, North Somerset, BS22 9NZ and Folly Farm, Stowey, Pensford, BS39 4DW with all Avon Wildlife Trust owned or managed sites.

Overall purpose of job

To oversee the coordination and implementation of Avon Wildlife Trust's strategic habitat creation project, at the new Ebdon Farm flagship site. Working closely with staff members, consultants and contractors to deliver an ambitious program of wetland creation and other capital works over a 2.5 year delivery phase.

Main responsibilities

The post holder will be responsible for the delivery of land management, including a large-scale wetland creation project, coordination of research, engagement with communities, providing evidence for funders and the monitoring of the whole range of environmental factors being surveyed at Ebdon Farm Nature Reserve.

Land Management

- Ensure that Ebdon Farm Nature Reserve is managed to the highest possible standards to maximise its value and benefits both for nature and people engagement.
- Ensure the highest levels of competence and health and safety of all staff, placements and volunteers involved in land management, and promote the use of best practice in all areas of reserve management and use.
- Support the procurement and lead on supervision of contractors and other suppliers undertaking works or supplying services or materials for the large-scale wetland creation works and management of land at Ebdon Farm.
- Co-ordination of ecological, capital workstreams and risk management.
- Co-ordinate the site management of Ebdon Farm Nature Reserve to deliver the Trust's strategic objectives and site-specific management plans, developing and delivering projects that maximise conservation value, public benefits and income generation.
- Provide funders with the appropriate evidence and reports necessary to fulfil all contractual obligations for that funding. Feeding into re-forecasting of deliverables, timelines and budgets.

- Oversee, and sometimes lead, regular practical conservation volunteer workdays at Ebdon Farm and work with other delivery teams to ensure widespread engagement of volunteers, local businesses and communities in our practical conservation work.
- Work with the Head of Nature's Recovery, Head of Nature Reserves & Land Management, key external partners, stakeholders and landowners to identify, develop and deliver nature recovery projects that contribute to landscape-scale nature recovery plans/strategies.
- Representing the Trust on landscape partnership projects and advisory groups.
- Develop and maintain good relations with other landowners and land managers, particularly in the vicinity of Ebdon Farm Nature Reserve and with the graziers licensed to help manage the reserve.

Monitoring

- Assist with the development of the Ebdon monitoring strategy and lead on its implementation.
- Work alongside the Monitoring & GIS Manager to develop and maintain ArcGIS systems for recording Ebdon Farm Nature Reserve work.
- Act as clerk of works when required during habitat creation delivery.
- Monitor and survey key biodiversity features on the reserves and coordinate volunteer and placements, while ensuring that all activities taking place are conducted safely.
- Conduct data entry, analysis and interpretation to strengthen the evidence base for Ebdon Farm Nature Reserve.
- Help to develop and deliver training in GIS and survey methods for Ebdon Farm volunteers
- Support the promotion of wider conservation issues and AWT by working with the communications team, and assisting with AWT events for members and local communities
- Support landscape-scale species and habitat restoration projects, working with colleagues, partners, and landowners to improve connectivity and provide long term ecological resilience across priority landscapes
- Perform other job-related tasks as requested

Community

Leading our engagement with landowners and other key stakeholders and supporting the Engagement Team with local community work, so that all audiences are involved and share learnings from our approach at Ebdon Farm Nature Reserve.

- Develop and deliver events to showcase our work at Ebdon Farm Nature Reserve to a variety of audiences, coordination of events and capital works on-site.
- Work closely with communications, engagement and fundraising teams to promote the project through articles, blogs and social media.

Job Specification

Management and Supervision

- This post has no line management responsibilities.
- Occasional volunteer supervision

Accountability and Resources

- Working with internal staff and external contractors, monitor and manage project budgets, including preparing information for reports for a variety of funders

Job Impact

- To successfully implement a £5million+ National Lottery Heritage Fund Delivery Stage Project, in line with the developed plans and funding applications.

Independence and Judgement

- Pro-active, independent project management is essential.
- Able to use own judgement to react quickly in a fast-paced environment.

People and Contacts

- Develop and manage productive working relationships at all levels within the organisation to facilitate high quality outputs that support multiple teams and activities.
- Develop and manage external relationships with project participants, partners and supporters

Creativity and Innovation

- Work to agreed plans and targets.
- Ability to react and respond to unexpected non-routine situations and opportunity to influence and input creatively to the development of Trust outcomes.
- Willingness to develop and look beyond the boundaries of the immediate role.

Working conditions

- Work is mixed outdoors, indoors and desk based
- Frequent physical outdoor work in all weathers
- Some regional travel will be expected.
- You may be required to work from other Avon Wildlife Trust sites and at a range of locations around the West of England area.
- Occasional evening and weekend work as necessary (TOIL awarded)
- Optional minimal home working by prior agreement with your line manager
- You will not be required to work outside of the UK.

Person Specification

E = essential criteria. D = desirable criteria

Please note - we have robust safeguarding procedures in place. This post is subject to a successful enhanced DBS (Disclosure and Barring Service) check if applicable, and we will require two workplace references.

Experience

- An intermediate level of proven experience of survey work, data management, interpretation of data and practical land management (E)
- An intermediate level of proven experience in GIS (preferably ArcGIS) (E)
- Experience in providing practical management advice based on data evidence (E)
- Supervising and managing contractors, consultants and long-term volunteers to delivery large-scale habitat creation (ideally wetlands) (E)
- Demonstrable experience of providing nature conservation advice to landowners and farmers (E)
- Experience with content management systems (D)
- Experience of Biodiversity Net Gain and UKHab mapping (D)
- Experience implementing and using GIS field applications (E)
- Experience of writing nature conservation management plans and reports
- Experience of managing, mentoring and training staff, placements, volunteers and of supervising contractors (E)
- Experience of management across coastal and wetland habitats (E)
- Organisational ability and track record of delivering to deadlines (E)
- Experience of project management (E)

Competence, knowledge and skills

- A sound understanding and knowledge of the ecology, habitat management and conservation requirements of priority habitats and species (E)
- Good botanical and ornithological skills, including survey and monitoring (E)
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- A working knowledge of agri-environment schemes and farming practices (E)
- Excellent presentation skills (written and verbal) and ability to communicate effectively with a wide range of people (E)
- Ability to motivate a wide range of people and negotiate positive outcomes (E)
- Ability to work to tight time-scales and meet deadlines (E)
- Ability to work independently using own initiative and judgement, as well as in close co-operation with others (E)
- Confident managing, analysing, presenting and interpreting data, including geospatial data (E)
- Hold a full driving licence (E) and experience of off-road driving (D)

- Knowledge of alternative funding mechanisms to support land management, such as BNG (D)
- Current Great Crested Newt License (D)
- Current First Aid Certificate (D)
- Awareness of climate change and landscape resilience issues (E)
- Willingness to work outdoors in all weathers throughout the year and to work weekends/ evenings as appropriate (E).

Personal qualities

- Flexible and positive outlook with a solution-led focus
- Enthusiasm, initiative and self-motivation
- Self-discipline
- Tact, diplomacy and integrity
- Comfortable working both independently and as part of a team
- Interest in wildlife and nature conservation and supportive of the aims of the Wildlife Trusts. (D)
- Supportive of the Avon Wildlife Trust values (E)

Our values:

- **We're determined**

Nature is facing huge challenges, but we have the skills, tenacity, and experience to help it recover and thrive.

- **We get things done**

Nature's recovery takes bold and decisive action. Our ability to work locally and at a landscape scale enables us to make an immediate and effective impact.

- **We're collaborative**

Nature connects us all. We work to bring like-minded people together, co-creating solutions that help nature and people flourish.