



**Herts &  
Middlesex**  
Wildlife Trust



# Assistant Reserves Officer

## *Recruitment Pack*

## Recruitment Pack Contents

- 1 Message from the Chief Executive
- 2 About the Role
- 3 Recruitment and selection process
- 4 About Herts and Middlesex Wildlife Trust



## 1 Message from the Chief Executive

Wildlife is in trouble. We need to reverse the trends in species and habitat decline and this is a crucial time to address the ecological and climate crisis. Are you the person we are looking for to play a key role in nature's recovery in Hertfordshire and Middlesex?

Our strategy for a wilder Hertfordshire and Middlesex is ambitious. We have set a target of 30% of land to be protected and managed for wildlife by 2030 and we want to be a catalyst for a step change in the number of people taking action for wildlife.

Part of our ambition is to manage and develop our portfolio of nature reserves. We have around 40 nature reserves which we manage to benefit wildlife and to encourage people to visit. That's why we are recruiting for an Assistant Reserves Officer. You'll be part of the Trust's Nature Reserves Team, working closely with your fellow team members and having a focus on hands-on practical habitat management and working with volunteers.

We are looking for a highly skilled, motivated and committed individual who is passionate about the conservation and recovery of wildlife and who is capable of being a compelling advocate for the work of the Trust.

If you feel you have the drive, knowledge and experience we need and want to work with people who care passionately about the future of wildlife, please do apply.

*Lesley Davies*

Lesley Davies  
Chief Executive

Water vole © Terry Whitaker/2020 Vision



## 2 About the Role

<b>Title</b>	Assistant Reserves Officer
<b>Reports to</b>	Senior Reserves Officers
<b>Responsible for</b>	Volunteers
<b>Work base</b>	<p>The Trust's activities cover Hertfordshire and the London Boroughs of Barnet, Enfield, Harrow and Hillingdon.</p> <p>The post is based at the Trust's offices at Grebe House, St Albans, AL3 4SN for approximately 2 days a week and at our base at Rye Meads, Rye Rd, Hoddesdon, Ware SG12 8JS 3 days a week</p> <p>The Trust supports flexible and hybrid working</p>
<b>Hours</b>	37.5 hours per week, permanent contract
<b>Salary</b>	£23,082 with potential progression to £27,168 plus contribution to pension auto-enrolment.
<b>Salary Scale</b>	Scale point 18 – 23 plus contribution to pension auto-enrolment
<b>Job purpose</b>	<p>The role of the Assistant Reserves Officer is to carry out practical management of the Trust's nature reserves to maintain and develop them for people and wildlife, whilst promoting the Trust and its work to a wide audience.</p> <p>The postholder is expected to support and embrace a positive team culture, and to uphold the Trust's values and expected behaviours at all times. They should act as a positive role model for staff, volunteers and external stakeholders through a professional, collaborative and engaging approach.</p>

### Main responsibilities

- Implement the Trusts programme of habitat management across our sites, by carrying out tasks such as coppicing, scrub clearance, hay cutting, ditch maintenance and invasive plant control and recording works carried out on tablets using our GIS system.
- To carry out estate management work to help maintain our nature reserves infrastructure such as boardwalks, fences, hides, paths and tracks, viewpoints and bird hides.
- To lead volunteer work parties on a weekly basis, up to three times per week; overseeing practical management tasks and working closely with volunteers to guide and train them in practical site management.
- To undertake all duties in accordance with Health and Safety and other relevant legislation, as well as Trust policies, plans and procedures and recognised best practice.
- To undertake tree and infrastructure inspections across the Trusts' reserves, as directed by the Nature Reserves Manager and Senior Reserves Officers.
- To maintain all vehicles, machinery, equipment and tools in a safe and effective condition and to ensure that they are used in an appropriate manner.

- To assist with the management of livestock belonging to the Trust or grazing on Trust reserves.
- To promote the Trust and its work via the provision of guided walks, presentations, and participation in events and activities.
- To represent HMWT on our Nature Reserves dealing with enquiries from the general public, members and other interested parties.
- To participate in relevant Nature Reserve seminars, groups and meetings, within the Wildlife Trusts, the counties and the region.
- To be on call during evenings and weekends as part of a rota system to deal with any Reserve emergencies.
- To carry out any other duties required by the Senior Reserves Officers or the Nature Reserves Manager, appropriate to the grade and nature of the post.

The Trust retains the right to amend the job description in consultation with the post holder to reflect changes in or to the job.

Date prepared: June 2024

	<b>Essential</b>	<b>Desirable</b>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• A proven enthusiasm for wildlife and nature conservation.</li> <li>• A commitment to the voluntary/charitable sector.</li> <li>• A proactive approach to work and solving problems.</li> <li>• Customer and community focused.</li> <li>• A strong team-working ethic.</li> <li>• A willingness to work irregular hours and travel extensively throughout Herts &amp; Middlesex.</li> <li>• A commitment to equal opportunities.</li> </ul>	
<b>Experience and knowledge</b>	<ul style="list-style-type: none"> <li>• An understanding of wildlife, ecology and nature conservation.</li> <li>• Knowledge of countryside/land management techniques and habitat and species management.</li> <li>• Knowledge of health and safety legislation relevant to the post.</li> <li>• Practical conservation management across a range of habitats.</li> <li>• Experience of driving four-wheel drive vehicles off road</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of pulling a trailer with a four-wheel drive vehicle</li> <li>• Experience of leading volunteer work parties.</li> <li>• Experience of maintaining work vehicles, power tools such as brushcutters, chainsaws and mowers, machinery and trailers</li> <li>• Knowledge of conservation grazing and livestock management.</li> </ul>

<b>Skills</b>	<ul style="list-style-type: none"> <li>• Excellent communication skills – both written and oral.</li> <li>• A reasonable level of computer literacy, including word-processing and spreadsheets.</li> <li>• A full and valid driving licence.</li> </ul>	<ul style="list-style-type: none"> <li>• Qualifications in chainsaw, brushcutter, trailer towing and First Aid.</li> <li>• Experience of delivering guided walks.</li> <li>• Experience of using GIS</li> </ul>
---------------	--	---

## Conditions

- A commitment to Equality, Diversity and Inclusion and to the Trust's values.
- The role involves occasional weekend or evening work, for example reserves work parties, on-call officer duty and meeting with Nature Reserves Voluntary Wardens.
- The role is based in St Albans (approximately 2 days a week) and Hoddesdon, but travel to other locations across the area will be required on a regular basis.
- A full and valid driving licence and access to a vehicle for work, with business insurance. You will need to drive four-wheel drive vehicles regularly and may be required to drive off-road and to tow a trailer.
- A commitment to equal opportunities and to the Trust's values.
- Attendance at the Trust office and at face-to-face meetings as agreed and as required by the role.
- Occasional travel to national meetings and conferences may also be required.

## How do we support you?

The Trust strives to be a positive employer supporting our staff through flexible and hybrid working, and training and development. We recognise the importance of our staff team and looking after their health and wellbeing. Our values and expected behaviours reflect the culture which the Trust seeks to maintain to ensure productive, efficient, effective and pleasant workplaces and roles.

In support of this, we offer an excellent benefits package, ranging from office perks, generous leave entitlements and financial benefits. You can find out more here -

<https://www.hertswildlifetrust.org.uk/jobs/benefits>

## 3 Recruitment and selection process

### How to apply

First, read through the job description and requirements of the role.

If you have any specific questions relating to the role, or if you are excited by this opportunity but you don't meet every single requirement, then please do get in touch. You might be the person who could have the biggest impact and we are committed to supporting professional development.

Should you need any adjustments to the recruitment process, either at application or interview, please contact us.

If you would like an informal discussion about this opportunity or have any specific questions, you can arrange a call with Dan Townsend, Senior Reserves Officer, by emailing [dan.townsend@hmwt.org](mailto:dan.townsend@hmwt.org).

When you are ready, please visit our website [hertswildlifetrust.org.uk/jobs](https://hertswildlifetrust.org.uk/jobs) for an application form.

A completed application form should be submitted by email to [recruitment@hmwt.org](mailto:recruitment@hmwt.org) (with your name in the file name). CVs will not be accepted.

The application deadline is **9am on Monday 1<sup>st</sup> July 2024**.

All applicants will be sent a request to complete a voluntary, anonymous equal opportunities form online.

We try to get back to everyone, but this isn't always possible, so if you have not heard from us within a week after the application deadline, unfortunately it will mean that your application was unsuccessful on this occasion. Keep checking back on our jobs page though as we often have new opportunities.

### Selection Process

Shortlisted candidates will be invited to attend an interview on **Friday 12<sup>th</sup> July 2024** on Microsoft Teams.

We try to get back to everyone, but this isn't always possible, so if you have not heard from us within a week after the application deadline, unfortunately it will mean that your application was unsuccessful on this occasion. Keep checking back on our jobs page though as we often have new opportunities.

An offer of employment made by Herts and Middlesex Wildlife Trust is subject to:

- Satisfactory written references
- A pre-employment medical assessment to ensure we make any necessary adjustments for you and to confirm suitability for the role
- Confirmation of the right to work in the UK

- Proof of qualifications listed in your application
- A satisfactory Disclosure Barring Check

Information from your application will be processed in accordance with the General Data Protection Regulations. Individuals have, on written request, the right of access to personal data held about them. Please see our Applicant Privacy Notice on our website - [hertswildlifetrust.org.uk/policies](https://hertswildlifetrust.org.uk/policies).



Formed in 1964, Herts and Middlesex Wildlife Trust strives to stand up for wildlife and play a leading role in nature's recovery. We are part of the national federation of Wildlife Trusts which cover the whole of the UK and we work closely with our Wildlife Trust colleagues to raise awareness of and deliver landscape-scale conservation.

There is great contrast within Hertfordshire and the four Middlesex boroughs we cover, from urban areas to quiet agricultural landscapes. We have a wide variety of habitats from flower-rich grasslands and ancient woodlands, to our internationally important chalk streams. In our nature reserves and the wider countryside, we have nationally rare species such as water voles and black necked-grebe. Protecting existing places which are important for wildlife and seeking to connect these sites is vital. Our area faces the combined challenges of climate change and biodiversity loss, as well as high levels of new housing and transport infrastructure.

The Trust's Strategy 2030 sets out our vision and goals. We want to see more space for nature and more people standing up for wildlife and taking action. It is also important that nature is recognised as playing a central role in helping to address issues such as climate change and health and wellbeing. An objective shared by all the Wildlife Trusts is to achieve 30% of land managed and protected for wildlife by 2030.

Working at the heart of communities across our area, we are supported by 23,000 members. Over 600 volunteers help our work on nature reserves, biological recording and engagement activities. We run a variety of partnership projects such as Wilder St Albans which aim to inspire the local community and be the catalyst for action. Inspiring people to take action for wildlife through events, communications, project work and advocacy work is core to the Trust and aims to help us to achieve the step change needed to give wildlife and wild spaces a more positive future.

We manage over 40 nature reserves which cover habitats including ancient woodland, lowland meadows, heathland, wetlands and lakes. They are managed to maximise their value for wildlife and to be welcoming places for visitors. We also provide advice to landowners such as schools, golf courses, local authorities and farmers on action they can take for wildlife which is core to seeing the 30 by 30 target achieved; partnership working is fundamental to our work, we cannot achieve nature's recovery on our own.

The Trust hosts the Herts Environmental Records Centre and in 2020 we published the Herts State of Nature report. This analysed changes to species and habitats over the last 50 years and identified priorities for conservation action in our area. This research underpins the work of the Trust and we use it to inform the work of others, such as the upcoming Local Nature Recovery Strategy.

The Records Centre plays a key role in inspiring people to record and share their wildlife sightings, which is used to inform our conservation priorities. Our planning advisors alongside the Records Centre play a vital role in informing the planning agenda, commenting on planning applications, local plans and major infrastructure to ensure that the ecological implications of new housing and infrastructure proposals are fully considered. We are playing a leading role in advising local authorities to understand and implement biodiversity net gain.

The Trust is one of 46 local Wildlife Trusts across the UK, supported by over 800,000 members and managing 2,300 nature reserves across the UK. Together the Wildlife Trusts lobby for better protection of wildlife and wild places and are dedicated to nature's recovery.

To find out more about our work, please visit our website [hertswildlifetrust.org.uk](https://hertswildlifetrust.org.uk)

To view the Wildlife Trusts national website visit [wildlifetrusts.org](https://wildlifetrusts.org)

## **Our strategy**

We believe that wildlife should be able to thrive alongside our everyday lives and that everyone benefits from having access to nature. If we work together as a community, nature will recover and we will create a greener, sustainable and wilder future.

This is a pivotal time and we must all take action for wildlife before it is too late. Based on the findings of the Trust's seminal report *Hertfordshire State of Nature*, published in 2020, we have created a strategy for nature's recovery across Hertfordshire and Middlesex, underpinned by three goals:

- More land in Hertfordshire and Middlesex is managed and protected for nature
- More people are standing up for wildlife and taking action for nature's recovery
- Nature plays a central and valued role in helping to address climate issues and people's health and wellbeing

## **Our values**

We are passionate about standing up for wildlife and offer leadership in wildlife conservation in Herts & Middlesex. We do this by being:

- Driven to inspire and support others to take action for wildlife
- Forward looking with ambition and innovation
- Collaborative and partnership minded
- Delivery and solution focused
- Lead by science

## **Our culture**

We are a welcoming organisation which encourages professionalism and consideration of others. We expect all our team members to strive to be:

- A positive member of the team
- Open to new ideas and ways of working
- Aware of self and others
- A great representative of the Trust
- Demonstrate good organisation and planning
- Strive to communicate well
- Demonstrate trust and integrity



**Herts &  
Middlesex**  
Wildlife Trust



*“We have the choice of a better – and wilder – future. A future where wildlife thrives alongside people. A future where nature helps us in the fight against climate change.*

***The time is now to create a wilder future.”***

**Sir David Attenborough**  
President Emeritus, The Wildlife  
Trusts