Wychwood Forest Trust Limited

JOB DESCRIPTION

Reserves and Land Officer

Hours of work: Four days per week
Role type: Permanent
Reporting line: Reporting to the Chief Executive
Place of work: Office based in Witney, WFT reserves, with some remote working
Salary: £32,000 FTE p.a.

Background

The Wychwood Forest Trust (WFT) was formed in 1997 to champion a revival of the landscape character and mixed woodland habitats found across much of West Oxfordshire when it was one of the last great hunting forests in England. Our purpose is to work with the people of the Wychwood to restore and create more woodland and dynamic mosaic habitats for nature recovery across our landscapes. Our approach to reversing the decline of nature is to demonstrate what is possible, and inspire others to think and act creatively and with optimism.

Primary Job Purpose

To undertake all aspects of managing WFT's own suite of nature reserves and restoration sites, managing and developing our equipment and workshop facilities, and liaising with the organisation's voluntary team members and professional partners. Build relationships with local communities, landowners and other conservation groups to help meet our current strategic priorities.

Key Responsibilities

- Lead on management of the WFT's land holdings, including all aspects of habitat enhancement, site infrastructure maintenance, and improvement of visitor access and experience.
- Support WFT volunteers and to recruit, develop and encourage voluntary participation in practical land management, countryside skills, surveying and other activities
- Take responsibility for the health and safety of volunteer teams and ensure safe working practices are adhered to at all times
- Take responsibility for management of tenants and contractors working under agreement with WFT on our landholdings
- Talk to other landowners, farmers, businesses or other interested organisations and provide conservation management advice or signposting to relevant information as requested
- Work with other local conservation groups and help coordinate WFT and other volunteers to achieve more in the wider Wychwood area through resource sharing
- Oversee care and maintenance of all tools, equipment and machinery, including the WFT vehicles
- Provide expertise to the development or updating of site-based management plans, agri-environment schemes and other relevant land management plans as appropriate
- Contribute expertise and initiative to the development of nature recovery projects on both the organisation's own landholdings and in the wider Wychwood countryside
- Develop a programme of access audits and tree safety surveys for WFT reserves
- Work within an agreed annual land management budget and within specified budgets for grant funded projects
- Attend internal staff meetings, WFT volunteer group meetings and relevant external stakeholder meetings as required
- Contribute to the annual public engagement programme, including participation in guided walks, the Wychwood hedge laying competition, and other relevant education and advocacy events
- Respond to all public enquiries in a friendly and professional manner
- Represent WFT with the highest standards of professionalism at all times and uphold the organisation's principles

- Comply with all WFT policies and procedures and ensure that all health and safety obligations are met in all aspects of the role
- Embrace the WFT's one team approach to organisational working
- Any other reasonable duties as delegated by the Chief Executive

Person Specification:

	Essential	**Desirable**
Minimum of 2 years' experience in practical hands-on land management of nature reserves or country parks	✓	
Volunteer management skills and experience in both running work parties and maintaining contacts and communication	✓	
Degree or equivalent in an environmental discipline		✓
Woking knowledge of ecological principles and environmental management techniques for common habitat types	✓	
A keen interest in natural history and identification skills for a taxonomic group of particular interest		✓
Good interpersonal and liaison skills	✓	
The ability to deal with the public, WFT members, and partner organisations in a friendly and professional manner	✓	
Experience of writing conservation or land management plans		✓
Experience of supervising contractors	✓	
Knowledge of Health and Safety legislation		✓
A current UK-valid driving licence	✓	
Own vehicle available for occasional business use		✓
Willingness to work evenings and weekends as necessary	✓	
Budgetary and work planning skills and experience		✓
Current NPTC CS30 and CS31 chainsaw certification	✓*	
Current LANTRA brushcutter certificate	✓*	
First aid at work qualification	✓*	
Experience of Word, Excel, email and other basic administrative software		✓

* If necessary, certification must be achieved within six months of being appointed in post and the staff member will receive appropriate training and two opportunities to pass relevant assessments and meet the essential criteria. Consistent failure to meet the required standard will result in reconsideration of suitability for the role.