



Leicestershire
& Rutland
Wildlife Trust

LEICESTERSHIRE & RUTLAND WILDLIFE TRUST
APPOINTMENT OF HEAD OF CONSERVATION
INFORMATION FOR CANDIDATES



Charnwood Lodge National Nature Reserve

Leicestershire and Rutland Wildlife Trust
The Old Mill
9 Soar Lane
Leicester
LE3 5DE

LEICESTERSHIRE AND RUTLAND WILDLIFE TRUST

HEAD OF CONSERVATION

INTRODUCTION

The Leicestershire and Rutland Wildlife Trust is looking for a Head of Conservation to lead and shape our work in protecting and restoring wildlife.

We are looking for an experienced individual with energy, motivation, vision, and a strong track record in nature conservation and land management. We need someone who can maintain and develop the Trust's high standards in conservation management, inspire others and have enthusiasm to spearhead new initiatives that ensure nature recovers and wildlife thrives on a landscape scale across Leicestershire and Rutland.

The successful candidate will possess excellent leadership skills, have extensive knowledge of UK wildlife and its conservation requirements, experience of relevant policy and legislation and a proven track record in land management, partnership working, project development and income generation.

Leicestershire and Rutland includes a wealth of ecological habitats and landscapes. We care for 35 nature reserves covering 1,234 hectares, spread across Leicestershire and Rutland, including 19 SSSIs, two NNRs and one SPA. We are known nationally and internationally through our flagship reserve at Rutland Water, annual Bird Fair, Osprey Project and Volunteer Training Centre. We have also developed two major Living Landscape projects at Charnwood Forest and Soar & Wreake Valley. We carry out surveys and studies to inform conservation policy and practice, campaign for the protection of local biodiversity, and have a full and inclusive programme of public engagement to bring people of all ages and backgrounds closer to nature.

Our vision is to build on these achievements and go further, enabling nature to recover on a larger scale across both counties. This is a fantastic opportunity to make a truly significant contribution to nature conservation in Leicestershire and Rutland and deliver real and lasting benefits for wildlife and people.

SCOPE OF THE POST

Working closely with the Director and Conservation Team, and supported by the Council of Trustees and its conservation sub-committee, the Head of Conservation will have overall responsibility for the development and delivery of the Trust's nature conservation vision and strategy for nature reserves and in the wider countryside, to make Leicestershire and Rutland richer for wildlife and people.

The post-holder will:

- Spearhead the development of conservation policy across the Trust
- Provide direction and leadership to the Conservation Team
- Play a key role in linking nature conservation with other Trust activities, including community engagement, fundraising, financial management and external relations.

The Conservation Team currently consists of 17 members of staff (including the Head of Conservation), and has two bases: the Trust's headquarters building, The Old Mill in Leicester, and Rutland Water Nature Reserve near Oakham in Rutland. Team members are allocated to the base appropriate to their role.

The post-holder will have overall responsibility for day-to-day management, policy / project development and delivery, long-term planning, budgeting, and staff management.

The Conservation Team has two key roles:

I. Management of nature reserves

The Trust is one of the largest land managers in Leicestershire and Rutland, and the Conservation Team is responsible for managing 35 nature reserves covering 1,234 hectares and including 19 SSSIs, two NNRs and one SPA.

Our diverse nature reserve portfolio includes eight ancient woodlands, some of which are actively coppiced, a number of fine grasslands, several former quarry sites of varied geology, a large area of

heathland within a 224 hectare site, and various wetland creation sites including 160 hectares of land alongside the River Soar.

Rutland Water Nature Reserve, managed by the Trust on behalf of Anglian Water since its creation in the mid 1970s, is the best known of the Trust's reserves and has become one of the most important wildfowl sanctuaries in Great Britain, regularly holding in excess of 20,000 waterfowl. It is a Site of Special Scientific Interest, a European Special Protection Area and internationally recognised as a globally important wetland site (Ramsar).

The Trust is continually seeking opportunities to strategically increase its land / nature reserve holdings.

2. Wider countryside work

The Trust seeks to promote nature conservation in areas outside of our nature reserves, including landscape-scale conservation through Living Landscape projects. There are currently two particularly active projects, in the Charnwood Forest and the Soar and Wreake Valley, and potential for expansion. The Team's daily work and activity involves wildlife surveying and monitoring, providing advice to landowners, community engagement activities and commenting on planning applications. At a higher level, it aims to influence the policies and practice of relevant authorities and organisations by advocacy work, developing partnerships, and commenting on strategies and plans.

JOB DESCRIPTION

Job title	Head of Conservation
Reporting to:	The Director
Responsible for:	Overall management of the Conservation Team (currently 16 staff) made up of a Nature Reserves Team and a Wider Countryside Team. Line management of 7 staff – Rutland Water Nature Reserve Manager, Senior Conservation Officers (x2), Conservation Officers (x4).
Purpose of post:	Overall responsibility for driving the development and delivery of the Trust's nature conservation strategy and work programmes on nature reserves and in the wider countryside, including: <ul style="list-style-type: none">• Developing and implementing nature conservation strategy, policies and practices• Leading the Nature Reserves Team managing the Trust's nature reserves• Leading the Wider Countryside Team to influence wildlife outcomes beyond our nature reserves• Overseeing and developing the Trust's work in wildlife surveying, recording and monitoring• Taking a lead role in developing and delivering initiatives in nature conservation, in wider-scale advocacy for biodiversity, and in public awareness of and engagement with wildlife and nature• Co-ordinating the work of the whole Conservation Team to achieve the Trust's vision, strategy, annual work plans and activities• Representing Leicestershire and Rutland Wildlife Trust externally and communicating our conservation vision to other organisations, partners and landowners

Main responsibilities of the post:

Nature reserves and land management activities

- Overall responsibility for managing the Conservation Team's nature reserve portfolio
- Development of conservation, advocacy and engagement strategies relating to nature reserves
- Development and implementation of nature reserve management plans
- Compliance with all statutory, regulatory and legal obligations (including agri-environment schemes / cross compliance)
- Co-ordinating the update and review of management plans in line with the Trust's conservation objectives and statutory requirements
- Oversight of effective wildlife surveying, recording and monitoring on nature reserves and development of the Trust's recording capability
- Assessment of conservation outcomes and compilation of periodic reports on the status of the nature reserves portfolio
- Development and implementation of a land acquisition strategy, and identification and recommendation of sites for acquisition
- Ensuring effective use of Trust resources to manage nature reserves

Conservation activities in the wider countryside

- Overall responsibility for developing the Trust's Living Landscape vision and prioritising and promoting its delivery
- Overall responsibility for developing conservation, advocacy and engagement strategies relating to the wider countryside in general
- Maximising the reach of the Trust's nature conservation activities on a landscape scale
- Developing and nurturing partnerships with other organisations and landowners

- Promoting, facilitating and enhancing wildlife surveying, recording and monitoring within Leicestershire and Rutland, including organisation of an annual Recorders Conference and annual publication of the journal *Leicestershire and Rutland Recorder*

Effective management of the Conservation Team

- Providing vision, leadership, management and motivation of staff , and oversight of training, support, and development

Implement best practice

- Ensuring a safe working culture in all aspects of the Trust's conservation activities, including regular review of LRWT health and safety policies, guidelines and risk assessments
- Reflecting best practice in all aspects of conservation and other work

Representation and partnerships

- Effectively communicating the Trust's conservation vision and objectives to key organisations / partners / policy makers
- Representing the Trust at local, regional and national meetings on nature conservation matters
- Building and maintaining positive relationships with external partners, organisations, groups and key stakeholders
- Strengthening recognition and support for the Trust as the principal nature conservation organisation in Leicestershire and Rutland

Organisational

- Leading the development of the Trust's overall strategic and operational plans, performance measurements and associated budgets in respect of the Conservation Team
- Developing appropriate policy recommendations for consideration by the Council of Trustees
- Developing and supporting funding bids for conservation projects
- Initiating and leading the development and delivery of special projects as appropriate
- Working cooperatively with colleagues across the Trust to provide / exchange advice and support, as appropriate, and to develop and deliver wider-scale initiatives that may benefit both biodiversity and operational efficiency within the Trust
- Managing key relationships, maintaining a coordinated and cohesive working environment and promoting a culture that ensures effective communication and good morale
- Ensuring the Director and Council of Trustees are informed about trends, issues, problems and activities in order to support decision-making
- Organising and attending regular Conservation Committee meetings
- Attending meetings of the Council of Trustees

Other

- Undertaking other tasks and responsibilities commensurate with the role, as required by the Director and Council of Trustees

PERSON SPECIFICATION

Experience

- Demonstrable experience of delivering nature conservation on nature reserves and in the wider countryside and of broadening engagement with stakeholders and the general public
- Management experience and proven track record of responsibility for nature conservation staff and volunteers to deliver demanding work programmes / projects / initiatives with limited resources
- Proven experience of developing and managing key relationships at all levels with third parties
- Strategic thinking and implementation
- Budget management and experience of contributing to, and / or producing, successful funding bids to support nature conservation work
- Leading change and development

Knowledge

- Degree-level or equivalent in a relevant discipline
- Sound multi-disciplinary background with understanding of ecology, habitat management, enhancement and creation,
- Good understanding of community engagement and education
- Excellent all-round natural history knowledge
- Wildlife recording, surveying and monitoring
- Good understanding of the policies and legislation affecting the natural environment at local, regional and national level
- Sources of funds available to Wildlife Trusts
- Health and safety legislation and its practical application plus issues relevant to nature conservation

Skills

- A leader with excellent interpersonal and organisational skills able to harness the commitment and enthusiasm of staff and volunteers
- Resourceful and creative, with proven ability to solve problems
- Capability for high-level thinking and innovation to develop and deliver new initiatives
- Ease in working collaboratively and cooperatively with colleagues within the Trust, and with external stakeholders
- Ability to build partnerships and inspire confidence among external bodies
- Effective negotiating and influencing skills
- Strong administrative skills, including project management
- Ability to prioritise workloads
- Excellent verbal and written communication skills, comfortable with varied audiences
- Good general IT skills including Microsoft Office and use of GIS
- A full, current driving licence

Personal Qualities

- High level of commitment and enthusiasm for protecting and restoring the natural environment and its wildlife
- Approachable and friendly personality that puts people at their ease
- A good leader who understands the importance of staff development, teamwork, and values the contribution to be made by team members
- Sound judgement with a calm, confident and pragmatic approach
- Proactive, energetic, imaginative and enthusiastic
- A drive to continuously improve and develop
- Determination and tenacity to succeed

KEY TERMS AND CONDITIONS OF EMPLOYMENT:

Employer:	Leicestershire and Rutland Wildlife Trust
Place of work:	The Old Mill, 9 Soar Lane, Leicester LE3 5DE Regular travel around the two counties and elsewhere will also be required.
Salary:	£42,500 per annum
Length of contract:	The post is an established position
Hours of work:	35 per week excluding lunch breaks, with flexible working to include evenings and weekends. In practice considerable flexibility is required because of the commitments of the post. Payment for overtime worked in excess of the standard working week is not available, but time-off in lieu may be taken by prior arrangement with line manager.
Leave:	Annual leave entitlement is 25 days per year for full-time employees plus statutory public holidays
Pension:	The Trust operates an Auto-enrolment Pension Scheme and pays an employer contribution of up to 7% of gross salary contingent on a 50% matching contribution from the employee
Death in Service:	Death-in-service cover is provided at three times annual salary
Training:	A training budget is allocated to this post and on-the-job training will also be given.
Travel:	A full, current driving licence is essential. Trust vehicles will be used, if available, otherwise the standard Trust mileage rate will be payable for the business use of the post-holder's private car.
Probation period:	A probationary period of six months applies, during which new employees are expected to demonstrate their suitability for the post. During this period, employment can be terminated by one week's notice by either party.
Equal opportunities:	The Trust's Equality and Diversity Policy is available on request. The requirements for outdoor work in areas with access difficulties should be borne in mind by applicants.

HOW TO APPLY

Applications should be made through Network Recruitment and include a CV together with a supporting statement to provide evidence of suitability against the job description and person specification.

Candidates wishing to have an informal chat about the post with Simon Bentley, Director of Leicestershire and Rutland Wildlife Trust, can arrange this by emailing sbentley@lrwt.org.uk

RECRUITMENT TIMETABLE

Deadline for Applications

Monday 4th March 2019 at 12 noon.

Interviews

Thursday 28th March 2019.

BACKGROUND TO LEICESTERSHIRE AND RUTLAND WILDLIFE TRUST

The Trust is an independent charity, established in 1956, that works to protect and enhance the wildlife and wild places of Leicestershire and Rutland and engage people with nature. We do this by:

Protecting precious places

We care for 35 nature reserves covering 1,234 hectares, spread across Leicestershire and Rutland, including 19 SSSIs, two NNRs and one SPA. From woodland to meadows, wetland to heaths, these reserves contain a rich variety of animal and plant species, many rare.

Encouraging people to enjoy nature

We offer everyone the chance to experience some of Leicestershire and Rutland's fantastic wildlife. Activities and events are organised throughout the year, everything from badger watches to the Birdfair.

Inspiring and educating

We invest in the future by helping people of all ages to gain a greater appreciation and understanding of nature.

Research and survey

We monitor, study and survey the wildlife of our counties to identify special places and important species, to inform management and promote nature conservation, and to protect local biodiversity.

Speaking out

We campaign for wildlife, protecting threatened habitats like wildflower meadows and rare species such as ospreys, otters, bats and water voles.

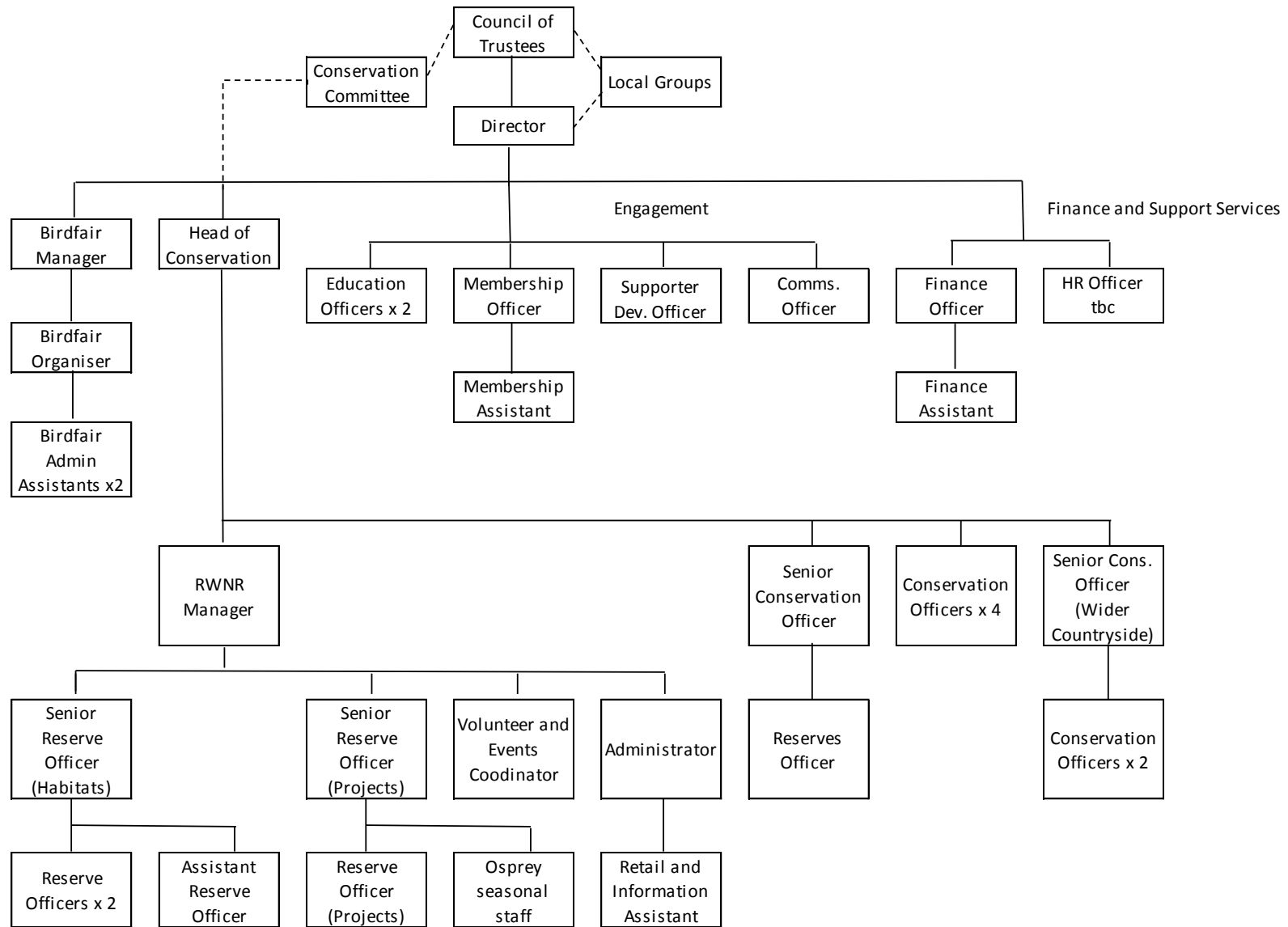
The Trust is governed by Council of 14 trustees elected from its members. Council is responsible for overall strategy and policy, with day-to-day implementation led by the Director and around 30 members of staff.

The Trust is supported by over 15,500 members and more than 700 active volunteers. In addition, our local members' groups provide guided walks, lectures and talks, and social events throughout the year.

The Trust's website www.lrw.org.uk gives more information on some aspects of the above.

Leicestershire and Rutland Wildlife Trust is one of 46 separate Wildlife Trusts that form a powerful conservation network of local charities taking effective action to protect the UK's unique natural heritage.

Leicestershire and Rutland Wildlife Trust: Organisational Structure



Management lines ——— Communication lines - - - - -

Note: Structure is not representative of salary, grade or status



Wildlife recorders carrying out a plant quadrat survey on a grassland in the Charnwood Forest



Rutland Water Nature Reserve