

# Leicestershire and Rutland Wildlife Trust



Leicestershire  
& Rutland  
Wildlife Trust

**Location: Rutland Water Nature Reserve**

## JOB DESCRIPTION

<b>Job title</b>	Assistant Reserve Officer
<b>Responsible to:</b>	Senior Reserve Officer (Habitats)
<b>Purpose of post:</b>	To assist with habitat management and species monitoring at Rutland Water Nature Reserve and facilitating appropriate and safe visitor access

### Main responsibilities of the post:

To work with the Reserve team undertaking the day to day management of Rutland Water Nature Reserve including assisting with the following;

- Organising the daily conservation work programme.
- Facilitating appropriate and safe visitor access
- Ensuring the comprehensive and timely completion of work programmes and projects.
- Overseeing the work of Trainee Reserve Officers and practical nature conservation volunteers.
- Ensuring that all work is carried out safely and in accordance with the Trust's health and safety policy and guidelines plus risk assessments for each task.
- Assisting with the maintenance of vehicles, equipment and tools.
- Liaising as required with contractors employed for specific projects.
- Carrying out wildlife surveying, recording and monitoring at RWNR.
- Assisting and taking a lead role when required in the husbandry of livestock at RWNR.
- Ensuring appropriate liaison and communication with Leicestershire and Rutland Wildlife Trust staff and Anglian Water staff as required
- Liaising with the local community, visitors and other groups as required.
- Giving guided walks/talks to interested groups.
  
- Take a leading role in organising the monthly weekend work party
- To take a leading role in maintaining first aid kits and supplies
- To take a leading role on volunteer administration for the mid-week team
- Record volunteer hours
- To assist and the running and maintenance of the Volunteer Training Centre
  
- To take a leading role in setting up for Birdfair marquees for stall holders

- Take a leading role on organising wader surveys
- Report to on weeks activities and any likely disturbance on the reserve to Visitor centers
- To take responsibility Reserve matters in the absence of the Senior Reserve Officers and Reserve Officers.

### **Other Duties**

- Any other duties reasonably required

## **PERSON SPECIFICATION**

### **Skills**

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|--------------------------------------------------------------------------------------------------------------------|-----------|
| • Chainsaw operator's certificates for maintenance, cross cutting and felling small trees.                         | Essential |
| • A full, current driving licence                                                                                  | Essential |
| • Current Emergency First Aid at Work certificate                                                                  | Essential |
| • Fencing, gate hanging and reserve infrastructure experience                                                      | Essential |
| • Use and maintenance of a wide range of machinery including tractors, power scythes, strimmers and brush cutters. | Desirable |
| • 4x4 vehicle use and trailer driving.                                                                             | Desirable |
| • PA1 PA6b aw Pesticides training                                                                                  | Desirable |

### **Personal Qualities**

- |                                                               |           |
|---------------------------------------------------------------|-----------|
| • A lively and friendly personality that works well in a team | Essential |
| • Enjoyment of engaging and dealing with people               | Essential |
| • Determination and tenacity to succeed                       | Essential |
| • A drive to continuously improve and develop                 | Essential |
| • Engaging representative for the Trust                       | Essential |

### **Knowledge**

- |                                                            |           |
|------------------------------------------------------------|-----------|
| • A good understanding of UK conservation issues           | Essential |
| • Ornithological knowledge                                 | Desirable |
| • Wildlife surveying, recording and monitoring             | Desirable |
| • Health and safety issues relevant to nature conservation | Desirable |

### **Values**

- |                 |           |
|-----------------|-----------|
| • Trustworthy   | Essential |
| • Adaptable     | Essential |
| • Communicative | Essential |

- Thoughtful Essential
- Passionate Essential

**Experience**

- Working with conservation volunteers to deliver a work programme Essential

**Key Terms and Conditions of Employment:**

**Employer:** Leicestershire Wildlife (Sales) Ltd (the fully owned trading subsidiary of Leicestershire and Rutland Wildlife Trust)

**Place of work:** Volunteer Training Centre, Rutland Water Nature Reserve, Egleton, Oakham, Rutland LE15 8TL.

**Salary:** Assistant band; pay scale £17,984 pa

**Employment term:** Full time Permanent. The post is an established position

**Hours of work:** 35 per week excluding lunch breaks, with some flexible working to include evenings and weekends. This will include roughly 1 weekend in 5 on duty. 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 managers. Only two days of toil can be carried over pcm and cannot be accumulated.

**Leave:** Annual leave entitlement is 25 days per year for full time employees plus statutory public holidays  
(Annual leave cannot be taken within the month of August due to Bird Fair)

**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.

**Environmental policy:** The post holder will be expected to carry out their job responsibilities in an environmentally aware manner, ensuring as little damage to the environment as possible. LRWT aim to ensure all resources are utilised effectively and efficiently. The post holder will be expected to apply 'sound value for money' principles in undertaking purchasing or supply of goods and services.

**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.

<b>Death in Service:</b>	Death in service cover is provided at three times annual salary
<b>Training:</b>	A training budget is allocated to this post and on-the-job training will be given.
<b>Travel:</b>	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.
<b>Probation period:</b>	A probationary period of six months applies, during which new employees are expected to demonstrate their suitability for the post.
<b>Equal opportunities:</b>	The Trust's Equality and Diversity Policy is available on request.
<b>Environmental policy:</b>	The post-holder will be expected to carry out their job responsibilities in an environmentally-aware manner, ensuring as little damage to the environment as possible. LRWT aim to ensure all resources are utilised effectively and efficiently. The post-holder will be expected to apply 'sound value for money' principles in undertaking purchasing or supply of goods and services.

**Leicestershire and Rutland Wildlife Trust  
Rutland Water Nature Reserve**

**Assistant Reserve Officer**

## **Background information to the post**

Leicestershire and Rutland Wildlife Trust is a membership organisation, governed by its Memorandum and Articles of Association. More than 16,000 members currently support the Trust's work.

Our Mission To protect and enhance the wildlife and wild places of Leicestershire and Rutland and to engage people with nature.

The Trust is managed by a Council of Trustees (elected from its members) who oversee the governance and strategic direction of the Trust.

On a day to day basis the work of the Trust is delivered by a professional team of some 25 staff supported by more than 500 active volunteers.

Rutland Water Nature Reserve (RWNR) is managed by Leicestershire & Rutland Wildlife Trust in partnership with Anglian Water and provides one of the most important wildfowl sanctuaries in Great Britain, regularly holding in excess of 25,000 waterfowl. It is a Site of Special Scientific Interest, a European Special Protection Area and internationally recognised as a globally important wetland site (Ramsar).

RWNR occupies an area of land and shallow water running for 9 miles around the western end of Rutland Water was created in the 1970s with the construction of the reservoir. The overall size of the reserve has been expanded to approximately 1,000 acres with the completion of the major Rutland Water Habitats Project in February 2011. This involved the constructions of nine extensive new lagoons comprising shallow water, snaking islands and wet marginal habitats to provide optimum conditions for wildlife and ensure it is undisturbed by future water management of the reservoir.

The larger section of RWNR lies on the western shore, close to the village of Egleton. Here there is the Anglian Water Birdwatching Centre, 9 shallow lagoon, meadows and plantation woodland.

The Lyndon area of RWNR, on the south shore of the reservoir, comprise the Lyndon Visitor Centre, a narrow strip of meadows and shoreline, two large impounded lagoons as well as plantation and ancient woodland.

RWNR is home to the successful Rutland Osprey Project enabling ospreys to breed again in central England for the first time in 150 years. Ospreys are regularly seen fishing over the reservoir from April - September.

A Water Vole re-introduction project has seen a healthy population established back at Rutland Water Nature Reserve on the nearby Oakham Canal.

A variety of events and activities take place at RWNR including regular walks, talks and courses. The largest event is the annual Birdfair that takes place at Rutland Water Nature Reserve in August each year. Described as the birdwatcher's Glastonbury, Birdfair is the world's first and largest international birdwatching event and encompasses the whole spectrum of the birdwatching industry whilst at the same time supporting global bird conservation. There are hundreds of stands selling the latest products for wildlife enthusiasts and a packed programme of lectures and events.

A small army of volunteers are vital to the effective operations of activities at RWNR from practical nature conservation tasks, staffing the two visitor centres, wildlife monitoring and recording and helping stage Birdfair. A purpose-built Volunteer Training Centre – thought to be the first of its kind in the UK – was officially opened by Sir David Attenborough at Rutland Water Nature Reserve on Tuesday 7<sup>th</sup> July 2015. The new Centre serves as the hub of an active, supportive community in which volunteers of all ages and backgrounds can make a real difference to our natural heritage, to their lives and to Rutland Water and other nature reserves in the area.

For information on the Leicestershire and Rutland Wildlife Trust see: [www.lrwt.org.uk](http://www.lrwt.org.uk)

## **Leicestershire and Rutland Wildlife Trust Rutland Water Nature Reserve**

### **Assistant Reserve Officer**

#### **HOW TO APPLY**

To apply, please forward a comprehensive CV together with a supporting statement (maximum 2 pages)

In your statement please provide evidence of your suitability against the criteria in the Person Specification and explain why you are interested in the position.

You should give the names, positions, organisations and telephone contact numbers of two referees, relevant to this role. References will only be taken once your express permission has been granted.

Please ensure you have included appropriate mobile, work and home telephone numbers.

Completed application forms must be returned either:

By email  
to: [jdavis@lrwt.org.uk](mailto:jdavis@lrwt.org.uk)

By post to:  
Joe Davis Senior Reserve Officer (Habitats)  
Rutland Water Nature Reserve  
Volunteer Training Centre  
Road Hambleton  
Oakham  
Rutland  
LE15 8AD

Unfortunately we will not be able to confirm receipt of your application due to staff absence on this occasion.

#### **RECRUITMENT TIMETABLE**

Deadline for Applications **Monday 17th of August 2020 at midday.**

Interviews will be held at Rutland Water Nature Reserve dependant on Covid restrictions on **Friday the 28<sup>th</sup> August 2020**