



Job title	Assistant Reserve Officer
Location:	Rutland Water Nature Reserve
Responsible to:	Senior Reserve Officer
Purpose of post:	To assist with habitat management, reserve maintenance and species monitoring at Rutland Water Nature Reserve ensuring appropriate and safe visitor access.

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
- To assist and the running and maintenance of the Volunteer Training Centre
- Report weekly activities and any likely disturbance on the reserve to Visitor Centres
- To take responsibility for Reserve matters in the absence of 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. CS 30 and 31 | 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, trimmers and brush cutters. | Desirable |
| • 4x4 vehicle use and trailer driving. | Desirable |
| • PA1 PA6b aw Pesticides training | Desirable |

Personal Qualities

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

Knowledge

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| • 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

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| • Trustworthy | Essential |
| • Adaptable | Essential |
| • Communicative | Essential |
| • Thoughtful | Essential |
| • Passionate | Essential |

- Friendly Essential

Experience

- Working with conservation volunteers to deliver a work programme Essential
- Working with livestock Desirable

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, Eggleton, Oakham, Rutland LE15 8TL.
Salary:	Assistant band; pay scale £22932pa
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
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 be given.
Travel:	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.
Equal opportunities:	The Trust's Equality and Diversity Policy is available on request.

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.

Leicestershire and Rutland Wildlife Trust

Rutland Water Nature Reserve

Assistant Reserve Officer**Background information to the post**

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 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).

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, 8 shallow lagoons, meadows and woodlands.

The Lyndon area of RWNR, on the south shore of the reservoir, comprise the Lyndon Visitor Centre, a narrow strip of meadows and shoreline 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 March - 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. 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.

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 in 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.

The following website will provide further information about Rutland Water Nature Reserve and the different activities that take place there:

Rutland Water Nature Reserve www.lrwt.org.uk

For any specific questions regarding the post please email:

Paul Trevor
Senior Reserve Officer
ptrevor@lrwt.org.uk

Closing date: Sunday 5th October

Interviews will be held on the Monday 13th October at The Volunteer Training Centre

How to Apply

To apply for the post please fill in the application form which is downloadable from <https://www.lrwt.org.uk/jobs> and return it to

ptrevor@lrwt.org.uk

or by post to

Paul Trevor
The Volunteer Training Centre
Oakham rd
Hambleton
Oakham
Rutland
LE15 8TL

Please note:

CV's alone will not be accepted and only apply if you meet the essential criteria. This can be found in the Person Specification section above.