

Rutland Water Nature Reserve

JOB DESCRIPTION

Job title: Assistant Reserve Officer (South/East)

Responsible to: Senior Reserve Officer (South/East)

Purpose of post: To assist with habitat management, species monitoring and recording, nature conservation projects, engagement and safe visitor access.

Employment term: Full Time

Hours of work: 35 per week, with some flexible working to include evenings and weekends; time off in lieu is given.

Place of work: Workshops and Office at The Volunteer Training Centre, Oakham Road, Nr Hambleton, Oakham, Rutland, LE158TL and working across LRWT Nature Reserves (Primarily in the South/East of Leicestershire and Rutland)

Main responsibilities of the post:

Practical management

- To assist with practical nature conservation work delivering nature reserve management plans; ensuring the comprehensive and timely completion of work programmes and projects.
- To assist with the maintenance of vehicles, equipment and tools.
- To undertake work to ensure appropriate and safe visitor access and management.
- To lead weekly volunteer teams undertaking reserve management tasks all year round.
- To assist with the organisation and facilitation of the control of non-native species (in some cases lethal control)
- Assist with the management of livestock grazing as part of site-based conservation work
- Take a leading role in maintaining first aid kits and supplies
- Take a leading role on volunteer administration for reserves work in the South and East Reserves

Engagement

- To liaise with the local community, visitors and other groups as required.
- To give guided walk/talks to interested groups.
- Contribute to newsletters, publications and updates.

General duties

- To liaise as required with contractors employed for specific projects.
- To ensure 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.
- To undertake wildlife surveying, recording and monitoring.
- To assist with and undertake Deer Impact Assessments on LRWT's woodland reserves.
- Demonstrate high standards of professional practice, such as keeping up to date with conservation knowledge and of working ethically, individually and within teams.
- To operate in compliance with recognised, organisational and legislative protocols of data management, especially meeting GDPR requirements
- Use a variety of common and bespoke software packages, such as MSWord and QGIS
- Construct, maintain and manage a range of boundaries, public access routes, infrastructure and assets
- Source, select and use a wide range of work-based tools, machinery and equipment
- Select and source sustainable materials whenever possible
- Draw up specifications, designs, identifying materials and quantities required
- Effectively operate mobile devices and technology such as GPS and cameras.
- Instruct others how to use tools and machinery correctly and safely and ensure operator competence
- Keep accurate records associated with tools and machinery.
- Operate in ways which are environmentally efficient.
- Work to agreed aims and objectives, and of setting priorities but also working flexibly and in response to change;
- To have determination and tenacity to succeed
- Demonstrate good leadership and motivation skills with staff and volunteers.
- To have a lively and friendly personality that works well in a team
- To undertake any other duties reasonably required

Certificated Skills

Essential

A full, current driving licence
Current Emergency First Aid at Work certificate
Chainsaw Certificate CS30 and 31

Desirable

4x4 vehicle use and trailer driving
Brushcutter training
Medium Trees CS32
Pesticides PA1 & PA2 AW
Tractor Driving Training
GIS Training

Leicestershire and Rutland Wildlife Trust

Assistant Reserve Officer (South/East)

KEY TERMS AND CONDITIONS OF EMPLOYMENT

Employer: Leicestershire and Rutland Wildlife Trust

Location: Your normal place of work will be the Volunteer Training Centre, Oakham Road, Hambleton, Oakham, Rutland, LE15 8TL. There will be occasional travel to other organisational locations required.

Salary: £24,479

Employment Term: Permanent

Hours of work: 35 hours per week

Flexibility will be required that include occasional evenings and weekends. 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.

Leave: Annual leave entitlement is 25 days pro rata plus statutory public holidays per annum.

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. Travel: Trust mileage rate will be payable for the business use of the post-holder's private car.

Probation period: A probationary period of 6 months applies.

Equal opportunities: The Trust's Equality and Diversity Policy is available on request.

How to Apply

Application Forms should be emailed to: SBedford@lrwt.org.uk

Or sent by post to:

S Bedford
Volunteer Training Centre
Road Hambleton
Oakham
Rutland
LE15 8AD

Closing Date: 11 August 2026

Interview Date: 26 August 2026