

Leicestershire and Rutland Wildlife Trust

JOB DESCRIPTION

Job title:	Reserve Officer (West)
Responsible to:	Senior Reserve Officer (North/West)
Purpose of post:	To carry out habitat management, species monitoring and recording, nature conservation projects, engagement and safe visitor access.
Type of Employment:	Full Time, Permanent
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 Old Mill 9 Soar Lane, Leicester, LE3 5DE and working across LRWT Nature Reserves (Primarily in the West of Leicestershire)

Main responsibilities of the post:

Practical management

- To be the lead staff member for selection of our NW reserves portfolio
- To undertake practical nature conservation work, delivered through nature reserve management plans, ensuring the comprehensive and timely completion of work programmes and projects.
- Writing nature reserve management plans, annual reports and undertake site and tree safety assessments.
- Organising felling licences, undertaking stewardship work, protected species surveys and deer impact assessments.
- To oversee the maintenance of vehicles, equipment and tools.
- To undertake work to ensure appropriate and safe visitor access and management.
- To lead volunteer teams undertaking nature reserve management tasks all year round.
- To oversee practical nature conservation volunteer work parties.
- To organise and facilitate the control of non-native species (in some cases lethal control)
- The management of livestock grazing as part of site-based conservation.
- To demonstrate an awareness of welfare and biosecurity issues and follow agreed protocols.
- To demonstrate an understanding of the environmental impacts of different species.

Engagement

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

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 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, design and identify materials and quantities required to carry out necessary repairs and tasks
- 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 set priorities but also be able to work flexibly and in response to change;
- Have determination and tenacity to succeed
- Demonstrate good leadership and motivation skills with staff and volunteers.
- Have a lively and friendly personality that works well in a team
- 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

Strong knowledge of UK habitats/species and management techniques

Desirable

4x4 vehicle use and trailer driving

Brushcutter training

Medium Trees CS32

Windblown trees/Emergency tree work CS34/35

Pesticides PA1 & PA2 AW

Tractor Driving Training

GIS Training

KEY TERMS AND CONDITIONS OF EMPLOYMENT

Employer: Leicestershire and Rutland Wildlife Trust

Location: Your normal place of work will be The Old Mill, 9 Soar Lane, Leicester LE3 5DE

There will be occasional travel to other organisational locations required.

Salary: £27,087.06

Flexibility around working 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 are available on request.

How to Apply

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

Or sent by post to:

A Neilson
The Old Mill
9 Soar Lane
Leicester
LE3 5DE

Closing Date: 30th August 2026

Interview Date: 9th of September 2026, Held at The Old Mill 9 Soar Lane, Leicester, LE3 5DE