



**Bedfordshire
Cambridgeshire
Northamptonshire**

Role Description

Role Title:	Voluntary Restoration Officer x 2
Location:	Great Fen Living Landscape project area, between Huntingdon and Peterborough (incl. Corney's Farm, off the B660 between Holme and Ramsey St Mary's, Cambridgeshire and the Countryside Centre, Chapel Road, Ramsey Heights, Cambridgeshire, PE26, 2RS)
Accountable to:	Great Fen Ecology & Recording Officer, Restoration Team
Hours:	Part time (minimum four days a week) with 12 months commitment. Working hours are 0900-1700 Monday to Friday. Weekend or evening work will be required for which time off in lieu should be taken.
Time off:	Time off is in arrangement with the Line Manager
Transport:	Travel expenses from home will be reimbursed up to a pre-determined limit, and extensive training provided (see below).

About The Wildlife Trust BCN

The Wildlife Trust for Bedfordshire, Cambridgeshire and Northamptonshire is a registered charity (and a company limited by guarantee), whose mission is to:

- conserve local wildlife, by caring for land ourselves and with others;
- inspire others to take action for wildlife; and
- inform people, by offering advice and sharing knowledge.

We are among the largest and most effective of 47 Wildlife Trusts across Britain and we are a major contributor to the nationwide work of the Royal Society of Wildlife Trusts. We currently manage 127 nature reserves, covering almost 4,003 hectares, and two education centres. Our work also includes the acquisition and application of information about biodiversity. The Trust's turnover in 2015/16 was over £4.8million and its capital assets more than £20million, of which over half (£13.4million) is classified as heritage assets. This Trust was the first to promote the concept of Living Landscapes: large-scale conservation schemes which aim to ensure that wildlife can thrive alongside the human population across an entire landscape. Our conservation activity is increasingly focused on these Living Landscapes, including the first to be established - the Great Fen in Huntingdonshire – as well as the Ouse Valley, the Nene Valley and the North Chilterns Chalk.

The Trust's annual report and accounts are posted on our website:

<http://www.wildlifebcn.org/annualreview>

The work of the Trust is directed by the 2015 -20 five-year vision which can be found at: <http://www.wildlifebcn.org/2020> . To achieve the targets within this plan, the Trust is managed and directed by an Executive Board of four Directors.

The Trust evolved from a group of committed volunteers, and volunteering is still central to its ethos. The working culture of the Trust encourages a professional approach, with a commitment and enthusiasm for nature and its conservation. Mutual respect and teamwork are highly prized among both staff and volunteers. In all its dealings the Trust tries to be fair but firm and in all its activities it aims to be environmentally responsible. Systems, processes and bureaucracy are kept to the necessary minimum for effective performance.

The Chief Executive reports to the Trust's Council of 12 Trustees, who are elected annually from the membership (presently standing at around 36,000). Council and its two Committees (Conservation, Education & Community; and Resources) meet quarterly. There are 100 staff members, with main offices in Bedford, Great Cambourne and Northampton, and over 1,000 active volunteers. The Executive Board consists of the Chief Executive, the Director of Living Landscapes, the Director of Finance & Administration and the Director of Marketing, Communications, Fundraising and Communications. Reporting to the Executive Board is a team of senior managers, which includes the Head of Fundraising, Communications Manager, Head of Education & Community, Conservation Managers, Great Fen Project Manager and the HR/Health & Safety Manager.

Great Fen Restoration Team

The Great Fen Restoration team takes the lead with the Trust's restoration management and monitoring in the Great Fen living landscape. This exciting voluntary placement is a unique opportunity to join the Great Fen www.greatfen.org.uk and is ideal for a recent graduate or someone wishing to begin a career in conservation. The volunteer will gain knowledge and experience in a wide range of conservation work, which will provide a solid base for a career in wildlife conservation.

The Great Fen is one of the most important and widely supported wildlife and habitat projects in Europe. The fens once stretched for hundreds of square miles across Eastern England. They were home to beavers, otters, and thousands of different types of animals and plants, many unique to the area. 27% of UK BAP species are still found in the fens. When the land was drained for agriculture, more than 99% of this habitat disappeared. Two of the last fragments, Woodwalton Fen and Holme Fen, are under threat – the reserves are too small and isolated. By connecting these remnant fragments, the Great Fen is creating a vast fen landscape for people and for wildlife (14 square miles), between Huntingdon and Peterborough. The Great Fen is set to become a nationally important wildlife site. Working with the Great Fen staff, the successful candidate will assist with the practical tasks of habitat management, species and habitat surveys and community engagement.

Voluntary Restoration Officer

Main Purpose

To help deliver practical tasks to support Great Fen restoration management and monitoring.

Main Objectives
<ul style="list-style-type: none">• Assist with the implementation of the Great Fen Restorations Team's objectives.
Key Responsibilities
<ul style="list-style-type: none">• Adhere to all health and safety requirements.• Undertake training as required to deliver work.• Assist with planning and undertaking survey and monitoring including summer and winter bird transects, bird ringing, aquatic and terrestrial plants surveys, aquatic and terrestrial invertebrates, water voles, small mammals, bat surveys and use of remote detection equipment, water quality sampling, ground water monitoring, fixed-point photomonitoring, trail camera surveillance, drone photography and video.• Assist with data handling, manipulation and analysis, incl. bat sonogram analysis.• Participate in practical habitat management tasks including post and rail fencing, stock fencing, boundary clearance, mowing and raking, scrub control, coppicing, thinning, felling, planting and ride work. Also, step, stile, gate, hide & bridge building. Surfacing. Signage and way-marking.• Assist staff with preparation for the Friday volunteer team e.g. completing risk assessments, tools maintenance and site preparation work.• Assist with community engagement events.• Undertake training as required to deliver work.• Carry out work on sites and in the office to standards agreed with line manager.

This role description cannot cover every issue or task that may arise. The responsibilities listed above suggest what may be available to the Volunteer Conservation Officer. The exact work programme will be based upon the specific interests of the successful candidate and work available at the time.

Training

It is expected that the Voluntary Restoration Officers will gain a wide range of skills in the field of nature conservation. Much of this will be from "on the job" experience as well as structured reading and the development of natural history skills in free time. The Wildlife Trust organises an extensive programme of Wildlife Training Workshops run by specialists, of which Voluntary Restoration Officers may attend five free of charge. Training will be offered in the following areas, depending on experience:

- **Species identification, and species and habitat surveying techniques.**
- **Data analysis.**
- **Applied use of GIS software and GPS.**
- **Habitat management techniques.**
- **Community engagement techniques.**
- **First Aid At Work (certificated).**

- Chainsaw use and maintenance NPTC Unit 30a (saw maintenance), 30b (crosscutting and stacking) and 31 (felling small trees) – certified.
- Brushcutter use and maintenance – certified.
- Website administration.
- Health & Safety and Risk Assessments

Other opportunities for gaining experience in this Wildlife Trust may be available, depending on the interests of the individual.

Voluntary Restoration Officer - Role Holder Profile

	Competency Statement
Experience and Qualifications	Some experience in practical management of nature reserves or similar green spaces.
	Some experience of habitat and/or species surveying.
	Hold a current UK driving licence.
Knowledge	Education and / or qualifications relevant to position (e.g. National Diploma, Degree, Chainsaw Qualification etc.) (desirable).
	A good general knowledge of British natural history.
	Basic understanding of the principles of ecology and the practices of nature conservation.
	Understanding of wetland habitats and wetland restoration projects (desirable).
	Knowledge of ecological sampling techniques and importance of data integrity (desirable).
	Understands and responds to Health and Safety needs
Skills	Good team player with the ability to foster collaborative working and a positive attitude.
	Very good oral and written communication skills and the ability to engage a variety of audiences.
	Competent user of Windows/Microsoft Office based computer software, including Word, Excel, and Outlook.
	Some experience of using Geographic Information System (GIS) mapping software e.g. MapInfo or ArcView (desirable).
	Capable of using hand tools, power tools and machinery.
	Self-motivated, flexible and willing to work hard outdoors in all weathers.
	Willingness to develop practical and ecological skills.
	Understands and responds to Health and Safety needs
Work with other people	Treat people with respect and be tolerant of diverse backgrounds, views and approaches.
	Seek to build and maintain good working relationships.
	Show reliability and not let people down.
Communicate	Listen actively and ask questions to check understanding.
	Share own ideas, experience and knowledge with colleagues and others, through contributing in meetings and discussions.
Deliver Results	Prioritise and organise own time and resources effectively day to day.
	Meet deadlines and objectives without last minute crises.
	Keep line manager up to date with progress with assigned tasks and their completion.
Learn and Apply	Be open to change and show a willingness to learn new ways of doing things and to acquire new areas of knowledge.