



Senior Reserves Officer

Accountable to: Head of Nature Reserves

Responsible for: -Reserves Assistant, trainees & placements, Volunteers & contractors on allocated sites

Works with: other Reserves Officers, Operation & Finance officers

Overview

Shropshire Wildlife Trust (SWT) has a vision of a thriving natural world, where Shropshire's wildlife and natural habitats play a valued role in addressing the climate and ecological emergencies, and people are inspired and empowered to take action for nature. We combine projects across Shropshire (including Telford & Wrekin) with advocacy and campaigning to restore nature and to engage people. We manage over 40 nature reserves and have more than 50 staff, 300 volunteers, and over 9000 members. SWT is an autonomous charity, but we are increasingly working collectively, as part of The Wildlife Trusts (TWT), to ensure that our local actions have a national impact and help to address global issues.

Objective of the job

To lead on management of those of the Trust's nature reserves allocated. To maintain them in good ecological condition and develop them as safe & inspiring places for public access, education, research and demonstration. To assist the Head of Reserves in management and support of the Reserves team, with particular focus on trainees, placements and apprentices.

Key results expected

1. All SWT nature reserves allocated are in stable or improving ecological condition with up-to-date management and works plans
2. Reserves are safe with regular inspections, risk assessments and reactive works for trees, infrastructure and visitor safety
3. Branches (member groups) and volunteers working on allocated reserves are engaged, supported and fully compliant with Trust processes
4. Relationships maintained and enhanced with neighbours, partners, members, volunteers and contractors
5. Resources effectively used and managed, with funding and schemes secured and reported against
6. Colleagues supported and directed to make most effective use of time & resources
7. Allocated reserves are well-known, accessible, and welcoming to the most diverse possible audience

Key tasks

1. Reserves management
 - a. Monitor (and as needed create or update) comprehensive management plans for allocated sites
 - b. Set, lead and monitor a work programme for their sites, working with volunteers, contractors and colleagues across the Trust
 - c. Ensure effective delivery of any funded programmes on sites, maintaining compliance and providing reports
 - d. Provide a reactive response to reported defects and problems
 - e. Work closely with Trust monitoring group, colleagues and external experts to gather and act upon changes in condition
2. Safety
 - a. Create and share risk assessments for sites and activities upon them, including Trust-run, contractor and volunteer works
 - b. Manage inspection regime on sites to monitor and act upon tree, infrastructure and visitor safety
 - c. Ensure branches and other self-run volunteer groups are compliant with Trust processes and risk assessments, reviewed at least annually
 - d. Ensure all incidents and safety concerns are logged appropriately on Trust systems, and lessons shared with all relevant parties
 - e. Support Head of Reserves with providing emergency response for all reserves, including out of hours response where required
3. People
 - a. Support colleagues to carry out their role effectively, including works planning and support in processes.
 - b. Manage Reserves Assistant and/or any apprentices, trainees or interns within team, including recruitment, induction, training and ongoing support
 - c. Manage volunteers carrying out works on reserves, working closely with Reserves Assistant and designated group leaders
 - d. Co-ordinate and support volunteer reserve wardens to better monitor sites and deliver works
 - e. Maintain and foster links with neighbouring landowners, project and delivery partners (such as graziers) and members to further objectives
 - f. Plan and deliver appropriate public access to reserves, including maintaining and expanding infrastructure such as gates, paths and boardwalks, and keeping information on site interpretation and online up to date

4. Records & communications
 - a. Record, review and analyse inspections, monitoring reports and surveys carried out on reserves, and use to update management plans and revise work programmes
 - b. Maintain clear records specific to the needs of funders and colleagues and collate into timely and compliant reports
 - c. Manage purchases and income for reserves, including agri-environment schemes and grants
 - d. Keep up to date with Trust processes and systems, including HR, finance and volunteer data management
 - e. Regularly share photos and news with Development team, supporting members' magazine, social media and wider reporting
5. Equipment
 - a. Ensure Trust equipment, tools and vehicles allocated and used are maintained properly, and organise repair and/or replacement where needed
 - b. Responsible for ensuring own competence and compliance in the use of power tools, chemicals and vehicles, and those of contractors and volunteers working on reserves
6. Other duties
 - a. Taking a lead on allocated core area of work for the Reserves team – such as grazing or public access - keeping colleagues informed and ensuring compliance
 - b. Representing the Trust in a positive and professional manner on site, at public fora, events and meetings
 - c. Playing a full part in the wider work of Shropshire Wildlife Trust, including supporting whole Trust activities, meetings and initiatives

While delivering this role, the postholder will need to work with due regard to Health and Safety, the General Data Protection Regulations, the Fundraising Code of Practice, Safeguarding and other policies and procedures.

All staff are expected to support and manage volunteers in the course of their duties and maintain and uphold the good reputation of the Trust.

Core skills (essential and desirable)

ESSENTIAL

- Experience of habitat and estate management including inspections, planning and directing work
- Experience of managing projects for wildlife, including budget management
- Experience of supporting & directing colleagues, such as a mentoring or coaching role
- A passion for wildlife & nature
- A personable manner and the ability to work with a wide range of people
- Previous experience of managing and motivating volunteer groups
- Being well organised and able to work with the minimum of supervision
- Previous experience of supervision of contractors
- Good IT skills (Microsoft Office Word, Outlook, Excel and Arc View GIS)
- UK Driving Licence

DESIRABLE

- Line management experience
- Experience of using land management systems
- A higher-level qualification in ecology/land management
- Qualification/specialism in tree, safety or infrastructure inspections
- Project management qualification
- Handling/lookering of livestock
- Licence to pull trailers & drive larger vehicles
- Licence & experience in using ATVs, tractors and similar equipment
- A range of practical skills including the use of hand & power tools
- First Aid qualification
- Knowledge of Shropshire habitats and species

Terms of Employment

Salary:	£32,250 pa
Hours:	Evening and weekend work may be required from time to time. Paid overtime is not available, but time off in lieu of hours worked will be given.
Pre employment checks:	The post does not require/requires a DBS (Disclosure Barring Service) check. The successful applicant will need to provide proof of right to work in the UK and qualifications, presented at interview.
Probationary period:	Permanent and Fixed Term Contracts 1 year or more = 6 months
Contract	Permanent
Holidays:	A full-time member of staff has 25 working days per annum in addition to normal public holidays. An additional day is added for each year's service up to a maximum total of 30 days holiday.
Pension:	After three months the employee will be eligible to join the Trust's group personal pension scheme and if they pay a minimum of 3% of salary the Trust will contribute 7% of salary to this scheme.
Notice Period:	During your probationary period, the period of notice for termination of your employment will be one week on either side. After successful completion of your probationary period the minimum period of notice is two months.
Place of Work:	Old Coleham Yard, Shrewsbury
Home working	The Trust is committed to building a diverse workforce and has an Agile Working policy which will allow colleagues to work in a flexible manner.
Travel:	A limited number of vehicles are available for use in delivery of the role. You are required to have insurance to cover business use and a mileage allowance of 45p per mile will be payable from home or office as appropriate. If you use a pedal cycle, you may claim a mileage allowance of 20p per mile.
Training:	The Trust is fully committed to personal development and training. Employees have an annual appraisal and regular progress meetings.
Closing date:	2 nd June 2025 12noon
Interview dates:	10 th and 12 th June 2025 in Shrewsbury