



## **Warden and Conservation Outreach Officer ROLE DESCRIPTOR**

If you have a love of landscapes, history and wildlife and are keen to help the public get more involved in championing and caring for special places this is an excellent opportunity.

### **About us**

Therfield Heath and Green is an area of Common Land and most of it is a Local Nature Reserve and a Site of Special Scientific Interest with unique chalk grassland habitat. It is owned by the Therfield Regulation Trust, which is a registered charity. It is managed by the Conservators of Therfield Heath and Greens.

### **The role**

We are looking for someone to join us and play a leading role in showcasing the Heath's unique ecology, history, and conservation. Someone who can hit the ground running; highly organised, collaborative, creative, tenacious, and who has the gravitas and experience to help us maintain and improve the site.

By working together with key stakeholders, you will ensure the successful development of a revised Management Plan and its operational delivery, from risks and issues management through to the ongoing monitoring and reporting.

You must have strong relationship development and negotiation skills and a proven ability to complete tasks on budget and on time.

Salary: £32,500 pa (£13,000 pro rata)

Hours: 14 hours per week

Contract: Fixed Term - 12 months

Expenses: Reasonable travel expenses and a phone will be provided

### ***Description of Responsibilities***

- Put in place management and maintenance plans across the site and governance structure to ensure adherence to our strategic priorities
- Take responsibility for overall progress and use of resources and initiate corrective action where required – to keep the management and maintenance on track working with our contractors
- Point of contact for the public, to help and give information. Conduct talks and give guided walks



- Establish and lead work parties of volunteers in practical conservation tasks, such as scrub clearance, management of invasive species or notifiable weeds (e.g. ragwort pulling), litter picking, hedge planting /management, tree and path maintenance and so on. Supervise and give instruction ensuring safe working practices are followed.
- Where relevant undertake species surveys and habitat monitoring
- Update and revise Risk Assessments relating to practical conservation tasks, use of machinery, working with the public etc.
- Working with the Clerk:
  - Ensure that stakeholders are kept fully involved and informed
  - Produce relevant documentation (including highlight reports)
  - Manage project budgets and estimate costs so that they are kept within agreed margins

### ***Knowledge, skills and experience***

- A background in Ecology or Conservation, with experience of practical habitat management, ideally of lowland calcareous grassland and its associated species.
- An interest in conservation planning and habitat management, and an awareness of the situation relating to SSSI management
- Training in use of associated tools and equipment including power tools (e.g. brushcutter) and knowledge of safe working practices and managing risk
- Knowledge of legislation relating to the Wildlife & Countryside Act 1981, protected species and best practice
- An ability to persuade and influence a wide range of people, both internally (contractors and tenants) and externally (general public, volunteers and community groups)
- Demonstrable ability to manage change within projects
- Excellent problem-solving skills and ability to find creative solutions.
- Able to work under pressure and adapt to changing circumstances.
- Demonstrated ability to provide advice and interpretation of policy and procedures
- Familiarity or experience working in a not-for-profit environment
- Enhanced DBS check will be required.

Applicants should send a covering letter and CV, with two professional referees to Carol Fossick, Clerk [clerk@therfieldheath.org.uk](mailto:clerk@therfieldheath.org.uk)

Closing Date: Monday 15<sup>th</sup> March

Interviews: 25<sup>th</sup> and 26<sup>th</sup> March - initial interview will be held via Zoom.