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**JOB PROFILE**

**Senior** **Reserves Officer (SRO)**

Reports to: Director of Reserves Management/Central Conservation Manager

**Main Purpose of the Role**

* Provide c.12 months maternity leave cover for the East team to ensure delivery of works in a timely, effective and safe manner.
* Gain a deep understanding of the Land Trust Suitable Alternative Natural Greenspace (SANG) contract and move to a position of full management of these sites during the 12-month period whilst supporting the wider Reserves Management department, transitioning into the Central area team.
* Contribute to the overall mission of the Trust so that we can restore Surrey’s Nature as outlined in our Strategic Plan.
* Engage with and lead the Trust’s volunteers to implement required works across the land we manage in line with approved management plans and to meet our statutory and contractual obligations.
* Encourage a wider audience to become involved in the Trust to provide a strong, informed, and reliable group of volunteers and community groups to champion wildlife and the Trusts work; to significantly extend our reach to educate and influence individuals across Surrey to encourage them to realise the value of nature.

**The SRO will work with Reserves Officers (RO) and Conservation Managers (CM) to manage reserves and projects, create links with local communities, local groups, and Volunteer Wardens to help restore nature across Surrey.**

**Key Tasks**

* Working with the Director of Reserves Management, organise and deliver the East teams work programme, working with them to ensure habitat condition is maintained during the East CM’s c.12-month maternity leave.
* Line-manage a team of ROs to assist in the delivery of the work programme across the area of responsibility. Provide clear and supportive leadership to the direct reports. Motivate and develop staff and assist with work programmes. Conduct monthly 1:1s and annual performance reviews in consultation with the Director and other CMs, as appropriate.
* Participate in the handover process of new SANGs from Land Trust, and towards the end of this 12-month period, start to transition into a SRO role in the Central team. This will involve reporting to the Central CM and gaining responsibility for the delivery of the Land Trust SANG management agreement across 7/8 SANGs whilst also supporting the Central team and wider Reserves Mgmt. department.
* Responsibility for contractor and budget management whilst ensuring KPIs are achieved on Land Trust SANGs. To be done reporting to, and working with, the Central CM.
* Oversee volunteer workforces to ensure appropriate habitat management works on sites in line with approved management plans and contractual/statutory obligations:
  + Lead work parties with the different volunteers that work with us
  + Guide and assist Volunteer Wardens who have specific site responsibility ensuring they receive the necessary support and follow the requirements for their sites
  + Engage with, and encourage, all volunteers so that we can benefit fully from their contribution and enable them to achieve their goals
* Ensure all practice notes and guidance are followed in relation to managing groups of volunteers specifically with regard to H&S; ensure full awareness of any particular needs within a group and manage tasks accordingly.
* Communicate the purpose of a task to those involved especially the conservation and habitat focus and how it fits with the overall work programme for a site.
* Collaborate with the other Reserves Mgmt. team members and ROs so that large projects can be managed jointly, ensuring appropriate Leader/volunteer ratios for safe working practices and successful completion of the task.
* Maintain tools and machinery to the highest standards.
* Lead a programme of community engagement for all SANGs, supporting the introduction of new Green Angels training and other programmes to engender increased public involvement and awareness of the sites, and understanding of wider Trust policies. This will be done in partnership with SWT Community Engagement teams encourage people to become Members of the Trust.
* The SRO may spend some periods of time working alone outdoors so it is important that they comply with lone working and other H&S procedures; the role will involve daily travel to different sites across the County. This will involve driving significant distances and then walking across a variety of terrain in all weathers.
* Administer both contractor and volunteer work, utilising recording systems where necessary, so that the monitoring and reporting requirements can be satisfied. Manage the access for SWT staff, contractors, volunteers and third parties.
* Ensure that SWT staff and external contractors working on sites follow organisational health and safety procedures in line with the SWT Policies, Risk Assessments and Practice Notes.
* Assist in the welfare of the herds of livestock on those sites when they are present. This will allow the safe implementation of the grazing programme to ensure the day-to-day husbandry and welfare of livestock while achieving conservation aims and particularly to consider the safety of the public.
* Communicate, in a variety of appropriate media (including walks and talks), the management plans and work programmes to stakeholders.

**Person Specification**:

A strong and practical project manager who can help deliver the Trust’s Biodiversity objectives. A logical thinker with excellent project management skills alongside the imagination and determination to expand and explore alternative approaches to delivery.

* Proven ability to handle challenging conservation delivery and drive plans forward by empowering others and work co-operatively as part of a team; prioritising effectively, responding to swiftly changing demands and dealing with complex issues.
* High level of commitment and enthusiasm, highly motivated, with a self-disciplined approach to work and an ability to inspire others.
* Innovative, imaginative, resourceful and focused on the wonder of nature.

## Experience & Knowledge

* Practical land-based background in Countryside Management/Nature Restoration
* Practical experience of ecology, access and nature conservation; detailed ecological knowledge and its application in land management and ecological monitoring would be advantageous.
* Experienced in community engagement activities, taking an innovative and enthusiastic approach to involving local people in greenspaces on their doorsteps.
* Understanding of statutory requirements relating to land management, agriculture, livestock management and wildlife conservation.
* To be aware of environmental and wildlife issues at local, regional, and national levels.
* To possess a full driving licence which will ideally include the ability to pull trailers (Category B+E), a first aid certificate, strimmer/brushcutter and chainsaw qualifications. Tractor, pesticides, and ride-on mower certifications would be advantageous.
* Extensive knowledge of machinery uses and maintenance.
* Extensive experience in managing teams of people and volunteers.
* Experience of livestock management especially related to cattle and sheep.
* Managing and developing a diverse programme of activity.
* Demonstrable experience of contractor management.
* Confident team player who is also able to work on own initiative.
* At least two years demonstrable experience of planning and implementing work programmes, budget controls and staff management.
* A high level of experience of managing external contractors conducting land management work on site. Experience of managing high value contracts would be advantageous.
* Statutory requirements relating to health & safety.
* Excellent verbal and written communication skills.
* Professional with a high level of commitment and enthusiasm with good attention to detail.
* Resourceful, reliable, flexible, and adaptable.
* Good general level of health.