

Post: Conservation Officer – Slough

Grade: 8

Directorate: Conservation

Location: Outposted in Slough Borough Council, Slough

Reporting to: Head of Community Working Wetlands

Main function of post: Working with partners and the local community to design, develop and implement a programme of conservation works as part of the Salthill Stream community wetlands project

Supervisory responsibilities: Volunteers, contractors, consultants and researchers

Hours worked: 22.5 per week to include weekends and bank holidays when required

Working pattern: 3 days per week. The post is a fixed term 12 month contract with strong potential for extension depending on future funding support for the project and performance in the role.

Main duties of the post

1. To co-lead the design of a practical conservation work programme (creating wetlands and undertaking other physical interventions in the Salthill stream catchment) in order to achieve project objectives
2. To organise and supervise the delivery of this programme.
3. To recruit, volunteers and support and encourage their involvement and participation in all elements of project delivery so they develop new skills, knowledge and awareness of the catchment and benefit from working outside and with others. Ensure that they have a safe, enjoyable experience with us and return to the project.
4. To lead in obtaining all necessary permits and consents required for implementing this programme
5. Ensure that all relevant legal requirements (e.g. health and safety obligations) and partnership agreements are met in the course of delivering project objectives
6. To collect baseline data as appropriate to inform project progress and future interventions

7. To support the project's Community Engagement Officer in delivery of media and communications elements of the project, including updates to the project webpage, internal communications platforms and use of social media
8. Jointly with the Community Engagement Officer, produce monthly summaries of activity for team meetings and support the Project Manager to produce quarterly summaries for inclusion in council reports and as required for effective project reporting
9. To liaise with and support the work of the Community Engagement Officer to ensure a co-ordinated approach to project delivery
10. To ensure that WWT is promoted widely as a leading advocate for best practice Working Wetlands.
11. To liaise effectively with all project partners and seek opportunities to apply the expertise of the partners to the project (e.g. volunteering opportunities, technical monitoring skills), as well as link the project to relevant local networks and other organisations as required (e.g. Defra's)

In addition to the duties and responsibilities listed, the post holder is required to perform any other reasonable duties that may be assigned by the supervisor shown above, from time to time.

Date raised: December 2017

Amended:

Person Specification

1. Qualifications

Essential:

- A qualification in environmental management or related/relevant subject

Desirable:

- Qualification(s) in other conservation-related subjects
- Qualification(s) in other relevant subjects

2. Experience

Essential:

- Substantial experience in leading conservation volunteer groups and activities
- Good organisational skills
- Good I.T. skills

Desirable:

- GIS use
- Experience in wetland creation
- Good understanding of river/wetland processes and ecology
- Working knowledge of wetlands and sustainable management of water from practical experience
- Demonstrable experience in delivering river/catchment restoration activities

3. Managerial & Supervisory

Essential:

- Capable of supervising contractors and leading volunteer groups in practical tasks
- Enthusiastic, energetic and able to motivate others
- Excellent team player and leader

Type of staff	Number managed	Number supervised
Employed Staff	0	0
Volunteers / Casual Workers	0	Up to 20
Contractors	0	Up to 5

4. Responsibility

Essential:

- Able to work with a diverse range of people both as part of a team and on your own
- To oversee the development and delivery of the capital works programme
- Able to manage projects and supervise volunteers safely
- Able to take responsibility and learn from both successes and failures

Levels of Responsibility:

Type of Responsibility	Level (£'s)
Expenditure (exc. payroll)	£0
Cash Handling	£0
Assets (required for job, exc. buildings)	£0
Visitors (per annum)	N/A

5. Creative Ability

Essential:

- Creative and innovative in the delivery of the project at all levels
- Highly adaptable - able to think on your feet

6. Contact

Essential:

- Ability to work and communicate at all levels with both internal and external contacts
- Excellent communication and media skills – verbally, visually and in writing
- Excellent negotiation and diplomacy skills
- Able to work effectively and efficiently when based in a different location from wider team with only periodic contact

Desirable:

- An existing network of relevant contacts
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General Notes

This position will from time to time require work during some evenings, weekends and public holidays to meet the needs of the post.

Whilst this post is based at Slough Borough Council offices in Slough, some travel may be necessary therefore a current driving licence is essential as is a willingness to travel locally within Slough, to other WWT Wetland Centres and elsewhere as required.