

## ROLE DESCRIPTION

**ROLE TITLE:** Working for Nature Trainee  
**RESPONSIBLE TO:** Working for Nature Programme Manager  
**START DATE:** \*\*\*\*\* 2020

### OVERALL PURPOSE OF ROLE

This traineeship offers a unique and exciting opportunity to undertake work-based training towards developing a practical career in environmental conservation. The aim of the training programme is to seek out people aged 18 years and over who may not have considered a career in nature conservation but have the necessary interests and aptitudes to be successful. Trainees will be based at one of three Wildlife Trusts (Derbyshire, Nottinghamshire, or Sheffield and Rotherham) and undertake a range of practical conservation work (such as planting trees and hedges, construction of fences and footpaths, and managing habitats to support wildlife). Trainees will spend one day a week undertaking additional 'off-the-job' learning at Sheffield Wildlife Trust and have the opportunity of a placement with another relevant organisation. Trainees will complete a City & Guilds Level 2 Certificate or Diploma in Work-based Environmental Conservation and gain other accredited training within the traineeship.

We are committed to creating an organisation that recognises and truly values individual differences and identities. We value diversity and are committed to creating an inclusive culture where everyone is able to be themselves and to reach their full potential. We want our people to flourish, just like nature!"

### MAIN RESPONSIBILITIES:

- To undertake work-based training, carrying out practical conservation management works with support and supervision on a range of nature reserves and other settings including areas of woodland, moorland, grassland and heathland
- To undertake and complete a programme of City & Guilds Level 2 training in Work-based Environmental Conservation. This includes research and written work which you complete throughout the traineeship and is assessed as you go along
- To undertake any other training as required with support and supervision
- To undertake, with support and training, habitat management works and other practical conservation tasks including planting trees and hedges; maintaining boundaries such as hedges, fences and walls, pond management, woodland management, construction and repair of signs and interpretation boards, construction and repair of footpaths and scrub clearance

- To undertake a programme of classroom-based learning one day a week at Sheffield Wildlife Trust
- To learn how to identify British flora and fauna and develop appropriate habitat management
- To develop understanding of areas relevant to environmental conservation such as biodiversity, habitats, climate change, legislation, ecosystem services
- To use a range of hand and power tools, with training and following instructions and guidance
- To assist in the planning of conservation tasks including risk assessment, ordering materials, preparing equipment, booking tools and loading vehicles
- To liaise regularly with project staff including Supervisor, Mentor, Training Officer and Programme Manager
- To carry out an independent project in an area of personal interest related to conservation.
- To engage with staff, volunteers and members of the public in a professional manner
- To ensure all work is undertaken according to Derbyshire's, Nottinghamshire's and Sheffield & Rotherham's Wildlife Trust policies including those for health and safety, safeguarding, the environment and equal opportunities
- To undertake any other duties as appropriate, overseen by the supervisor in line with the aims of the Working for Nature project

## TRAINEE SPECIFICATION

The WFN team want to attract people with a wide range of abilities and from different backgrounds, to represent the UK as a whole. We are an inclusive employer and encourage applications from all sections of the community, particularly those underrepresented within our sector, such as people from black, Asian, minority Ethnic backgrounds, those with no prior qualifications and those interested in changing career.

Candidates need to demonstrate in their application that they meet the following trainee specification:

Knowledge	<ul style="list-style-type: none"> <li>• Some knowledge and interest in wildlife and the natural environment, demonstrated through work, volunteer or leisure experience wherever possible</li> </ul>
Skills and abilities	<ul style="list-style-type: none"> <li>• Physically able to undertake practical work (digging, lifting, carrying etc.), alone or as part of a team on a daily basis</li> <li>• Willingness and ability to learn how to use hand tools (hammer, bow saw, spade etc.) and/or power tools (jig-saw, power drill strimmer, mower etc.)</li> <li>• A willingness to work outdoors on a range of sites and locations, in all weathers</li> <li>• A willingness to learn new skills and undertake training. This</li> </ul>

	<p>includes training in first aid and use of machinery</p> <ul style="list-style-type: none"> <li>• Able to undertake the City &amp; Guilds level 2 Certificate or Diploma in Environmental Conservation and carry out an independent project (with support)</li> <li>• Good IT skills (e.g. able to use Microsoft Word, use email and online chat programmes such as Zoom, and use online search engines such as Google)</li> <li>• An interest in communicating with the public on nature conservation</li> <li>• Ability to understand health and safety practices when working with tools and undertaking practical work</li> <li>• Ability to plan and organise time so as to be punctual and reliable. This includes a maintaining a good track record of attendance and timekeeping, which are important when working as part of a team</li> <li>• A positive and friendly approach and ability to work with people of varying abilities and from a wide range of backgrounds</li> <li>• Proven qualities to working in a team</li> <li>• Adaptable and flexible</li> <li>• For the 2020 application, due to social distancing measures, we require candidates to have access to a means of transport to enable them to travel to various sites throughout the traineeship.</li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>• Passionate about wildlife and conservation</li> <li>• Committed to developing a career in nature conservation</li> <li>• Has a strong work ethic</li> <li>• Has determination and perseverance</li> <li>• Willing to learn new skills</li> <li>• Motivated to learn, approach your training with enthusiasm and a good attitude</li> <li>• Punctual and reliable</li> </ul>
Education	<ul style="list-style-type: none"> <li>• Ability in Maths and English to GCSE grade C or equivalent is desirable, but not essential</li> </ul> <p>Please note, if you have a degree level qualification you are <i>not</i> eligible to apply to this scheme.</p>
Residency	<ul style="list-style-type: none"> <li>• Demonstrate the right to live and work in the UK</li> </ul>
Age	<ul style="list-style-type: none"> <li>• Aged 18 years or over by the 4th January 2021</li> <li>• No maximum age limit</li> </ul>