

## 1. JOB DESCRIPTION

- Job Title** : Conservation Projects Officer and Idle Catchment Host
- Group/Team** : Nature Recovery (North)
- Working Base** : The Idle Valley Rural Learning Centre
- Responsible to** : Senior Nature Recovery Officer (North)
- Responsible for** : Volunteers
- Overall Purpose of Job** : Deliver our biodiversity conservation and Living Landscape aspirations in Nottinghamshire through helping with and leading a range of nature recovery project work, including administering and supporting the delivery of externally funded projects. You will respond to planning applications, provide conservation land management advice to landowners and undertake the role of Idle Catchment Host.
- Main Responsibilities** :
- Lead on the delivery of selected externally-funded nature recovery projects, including providing advice and support to colleagues and partners
  - Lead on Catchment Hosting for the River Idle Catchment Partnership
  - Provide technical and administrative support to the Senior Nature Recovery Officer (North) in their project delivery
  - Support the delivery of our Service Level Agreements with Local Authorities), through helping Friends Groups with the management of Local Nature Reserves and preparing management plans.
  - Respond to selected planning consultations to ensure the best outcomes for wildlife.

## 2. JOB SPECIFICATION

### Line Management and Supervision

- The post holder may have direct responsibility for volunteers. This may include office-based volunteers who assist with planning or mapping work and also supporting community volunteer groups on some sites.

### Responsibility, Budgets and Other Resources

- The post holder will have responsibility for the administration of project budgets, including ensuring that funding claims and reports are issued in a timely manner.
- The postholder will be responsible for managing the Catchment Hosting budget, agreeing the direction of the project with the

Head of Nature Recovery (North) and EA, and also reporting to the funder (CaBa)

## **Work Complexity**

- As the Trust's lead for the Catchment Hosting, the post holder will be required to work across a range of levels and with a wide range of partners. As well as the administrative function the role will also support the development of partnership project activity, provide technical advice for river conservation, and will represent the catchment as required locally, regionally and nationally.
- The post holder may be required to coordinate the activity of a number of projects at any one time.
- The post holder will also advise landowners on conservation, both the public sector and farmers.
- To support the work of the Nature Recovery (North) team the postholder requires a good level of technical knowledge, for example Town and Country Planning with regard to wildlife legislation, ecological surveys and GIS mapping, and the ability to apply knowledge of habitat and species conservation to aid in the production and implementation of effective site management plans and responses to planning applications.

## **Decision Making, Creativity and Innovation**

- The postholder will support the team to deliver the Living Landscape objectives of the Trust, and will often be the interface between the Trust and key stakeholders.
- They will assist with the interpretation of project objectives into practical delivery on the ground.
- They will make decisions on relevant land management advice.
- They will work with the Head of Nature Recovery (North) to develop the Catchment Partnership and find innovative and creative solutions to meeting its objectives.

## **People, Contacts and Representation**

- Liaison, both internally and externally with a wide range of partners, is a central part of the job. The postholder is frequently called upon to represent the organisation at a high level, for example at national and local catchment meetings and during project work with partner organisations. SLA work also puts the role in direct contact with local groups and members of the public, farmers and landowners.

## **Working Conditions**

- Part Time (3 days per week)
- Permanent
- This role is based at the Idle Valley Rural Learning Centre, near Retford, and there will be a need for regular travel across the County.
- Occasional evening and weekend working may be required.
- In order for the organisation to work effectively, the postholder may be required to assist with other areas of work and therefore should be prepared to undertake other duties appropriate to the post.
- This post is subject to a Basic DBS Check

## 3. PERSON SPECIFICATION

**Job Title** : Conservation Projects Officer and Idle  
Catchment Host



**Team** : Nature Recovery (North)

	Essential	Desirable
<b>Experience</b>		
Substantial ecological survey and assessment experience	✓	
Practical habitat management experience	✓	
Experience of the land-use planning system, and the workings of local authorities	✓	
Experience of working with a range of stakeholders within a partnership setting	✓	
Experience of contract management		✓
<b>Competence, Knowledge &amp; Skills</b>		
Degree (or equivalent) in Ecology or a related science, or significant relevant experience	✓	
Habitat assessment and management techniques for nature conservation	✓	
Good working knowledge of UK nature conservation and agricultural policy	✓	
Good working knowledge of the Town and Country Planning System	✓	
Survey techniques for plants and preferably some faunal groups	✓	
Word processing and other IT applications including MapInfo	✓	
Ability to liaise effectively with a wide range of people	✓	
Excellent written and oral communication skills	✓	
Project management, letter and report writing	✓	
Efficient administration and organisation	✓	
Ability to prioritise workloads and meet deadlines	✓	
A full driving licence	✓	
Familiarity with the fauna and flora of Nottinghamshire		✓
Knowledge of nature conservation legislation		✓
Good working knowledge of the Water Framework Directive and the Catchment Based Approach		✓
<b>Personal Qualities</b>		
Commitment to nature conservation	✓	
Well-presented individual with the confidence to make approaches to a range of external colleagues and the public	✓	
High level of enthusiasm, self-motivation and self-discipline	✓	
Ability to work as part of a team and on own initiative	✓	
Ability to negotiate and resolve potential conflicts	✓	
Flexibility of approach to wide-ranging tasks	✓	